

## Topic: Entering Last Known Dates of Attendance

Whenever a final grade of F, I, or U is entered, a corresponding Last Known Date of Attendance for the student is also required. This information is placed in the far right column within the KnightLine grading sheet in MM-DD-YYYY format.

**Why is a Last Known Date of Attendance Required?** Under Federal Financial Aid policy the Department of Education requires an institution to have in place a means to verify that students are actually enrolled. SNC does this by having faculty notify our office of roster errors, early warning notices for non-attendance, and the assignment of midterm failing grades. However, the DOE requires that we document that a student who receives *all* F, I, or U grades was actually enrolled during the period they were eligible to receive financial aid.

**How do I determine a student's last date of attendance?** What if an instructor doesn't take attendance? If the student attended through the end of the semester and earned an F, I, or U grade then the last day of the session or the end of finals week would be an appropriate date. Otherwise, the DOE expects the use of a good faith estimate to determine when a student stops attending class. Exam and homework dates, whether missed or attended, are good first steps in determining the last attendance date. Many times estimates are all that can be made.

**Why doesn't the Registrar's Office just notify me to determine last attendance dates on those students who receive all F, U, or I's as required?** The Registrar's Office has tried to perform this requirement for the past few years with mixed success. SNC is required to notify the Department of Education and adjust any awarded financial aid within 30 days of our institution becoming aware of the situation. (When grades are posted.) With breaks and summer vacation, this has proven to be very difficult to gather all the individual dates necessary on a student to make an official determination by the deadline.

**Am I required to submit dates on all students?** No, just when a student fails or receives an incomplete.

**What if I forget to submit this information when I submit my grades?** You will receive an email reminder for each and every missed submission periodically and continually until this information is submitted to the Registrar's Office. Until grading is closed, updates can be made in KnightLine. Afterwards the information can be submitted to the Registrar's Office directly.

**If you have any questions regarding this notice please call the office at ext. 3216.**