

LAST DATE OF ATTENDANCE

The Last Date of Attendance (LDA) refers to the last day a student actively participated in an academically related activity. This may include attending classes, submitting assignments, engaging in discussions, or completing exams. The Instructor of Record must provide the LDA when assigning an Incomplete ("I") or Earned Failure ("E") grade. This information should be entered into the designated field within the institution's grading system at the time of grade submission.

If a student attended the entire semester, the instructor should record the last date of the class session, rather than the final exam date. If the student did not attend any class or submit any coursework, the LDA should be marked as "Never Attended."

For online courses, the Instructor of Record should determine the LDA based on the student's engagement in the learning management system, which includes activities such as participation in discussions or completion of assignments. Logging into an online course platform alone does not constitute academic engagement; participation in academic activities such as discussions, assessments, and assignments must also be considered.