



## **Last Date of Attendance Policy and FAQs**

Detroit Mercy does not require that faculty take attendance in classes, labs, and studios. The U.S. Department of Education requires (32 CFR § 668.22) the University to determine whether a student who receives financial aid and fails to earn a passing grade in the course has attended and/or completed the course, or withdrew from a course without providing official notification to the university. In addition, for students who officially withdraw, the University is also required to document that the student also began attending the course(s) from which they withdrew in order to determine the type and amount of financial aid they may be eligible to retain. Because a student could be a financial aid applicant at any point during the academic year, we must collect this information for all students so that financial aid eligibility can be accurately determined.

The last date of attendance provided by the instructor is used to document attendance for the above requirements. This requirement applies to all campuses and programs offered by the University. Faculty can document whether a student attended class or participated in an academically-related activity, thus, this documentation must come from the instructor. **It is essential that this information is provided promptly due to the University's responsibility for action based on the dates provided (CFR 34 § 668.22 (H)(4)).**

### **What grades require the recording of the Last Date of Attendance?**

For any non-passing grade such as F, I, XF, the last date of attendance is required during the final grade entry process. When a student withdraws from the University, you will be asked for their last date of attendance by the Office of the Registrar or Office of Financial Aid.

### **Does this policy mean faculty needs to take attendance?**

No. Regular class attendance is expected of all students.

### **What if I do not take attendance?**

If you do not take attendance, you should provide the date of the last known academically-related activity. Definition of Academic related activity is provided below.

### **What if I do not know whether the student attended and I have no record of academically-related activity?**

Indicate the student did not attend. According to federal regulations 34 CFR § 668.21(c), the student is considered to have not begun attendance if the institution is unable to document the student's attendance.

### **What if I saw the student in class but did not take attendance, and there is no academic activity record?**

According to federal regulations 34 CFR § 668.21(c) if there is no attendance or documented academically-related activity, you must record as never attended. If they did attend, record the last day they attended. If you cannot recall the day, mark them as never attended.

### **My class is online. How do I document attendance?**

If attendance is not taken, provide the date of the last academically-related activity. The definition of academically-related activity is below. The student is considered to have not begun attendance if the institution is unable to document the student's attendance (34 CFR § 668.21(c))

**Defining last date in an academically-related activity:**

The last activity may include, but is not limited to:

- Class attendance.
- Turning in a class assignment.
- Taking an exam.
- Attending a study group that the institution assigns.
- Participating in an online discussion about the course.
- Initiating contact with a faculty member regarding the course material.

**Academically-related activities do not include:**

- Living on campus.
- Participating in school meal-plan.
- Logging into an online course without further active participation.
- Academic counseling or advising.