

Minnesota State University, Mankato University Policy

Policy Name: Last Date of Attendance	Effective Date of Last Revision July 1, 2019
Custodian of Policy: Provost and Senior Vice President for Academic Affairs	Date of Last Review September 2018
Date of Adoption January 6, 2012	Date of Next Review September 2025

Policy

The University is obliged to provide attendance information to various stakeholders about certain student populations, e.g. student athletes, international students on student visas, and students who receive financial aid or funding such as veterans. Remove from beginning of policy. Add updated paragraph below under Rationale.

Last date of attendance information is collected from course instructors twice each term: during mid-term reporting and at the end of each term when grades are submitted. End-of-term attendance information is only collected if a student receives a grade of "F" or "NC."

Last date of attendance information is collected from instructors at the time of grade entry via the electronic grading system for students who partially attended a course and earned an "F" or "NC" grade. It is also collected for students who "Never Attended" a course.

Instructors define what attendance means for each course. In general, the "last date of attendance" is considered to be:

- the last day the student attended class in courses in which attendance was taken by the instructor;
- the last day on which a student submitted an assignment, quiz, or test; or
- the last day on which a student actively participated in a group or online activity in classes in which attendance was not regularly taken.

Partial Attendance (F or NC)

The following is the definition of Partially Attended:

- Residential Course: Student stopped attending class for a seat-time course and did not withdraw
- Online Course: Student stopped submitting work via the course management system and did not withdraw

Non-attendance (W)

Entry of a grade of "W" occurs automatically when an instructor enters information at the time of grade entry that a student has never attended class or participated in class-related activities. The

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grade of "W" can only be entered by an instructor at the time of grade entry for non-attendance. Other than this situation, a student is responsible for withdrawing from a course(s).

The following is the definition of Never Attended:

- Residential Course: Student never attended class for a seat-time course
- Online Course: Student never submitted work via the course management system

Procedure

Procedure for Appeals

Students who wish to contest last date of attendance information supplied by an instructor may submit an appeal within ten business days (days on which classes are taught) after the grade submission period ends following the procedure outlined in the University's Grade Appeals policy.

Note: Students are encouraged to talk to their instructors before beginning this procedure to attempt to resolve the matter informally.

Rationale

The University is obligated to provide attendance information to various stakeholders regarding certain student populations, e.g. student athletes, international students on student visas and students who receive financial aid or other funding such as veterans benefits.