

DIN: 2040-1-01
Title of Policy: Attendance/Academic Activity Recording

Policy: The College will verify attendance/academic activity of all enrolled learners at the 60% point in the term of enrollment for which the return of financial aid funds apply. If a learner is no longer attending, the learner’s official last date of attendance/academic activity is defined as the date the learner withdraws him/herself from the course through web registration or the date he/she notifies the Registrar’s Office of his/her withdrawal. If a learner has not officially withdrawn through the Registrar’s Office and/or web registration system, the last date of attendance will be validated by faculty/staff documentation (see 2045-1-01 Last Date of Attendance/Academic Activity).

Purpose To comply with attendance/academic activity requirements of Title IV financial aid, which requires verification of attendance at the 60% point of the term.

Responsibility

The table below describes responsibilities for this policy:

Group/Individual	Responsibility
Registrar	Ensure faculty have access to accurate class lists. Ensure faculty have been trained on how to enter Last Date Attended on ISRS Web Services.
Faculty	Document learner attendance (course activity for distance courses). Record Last Date Attended for learners who stop attending class in ISRS in accordance with policy 2045-1-01 Last Date of Attendance/Academic Activity.
Financial Aid Office	Notify campus faculty the date of the 60% point to ensure that they enter “last date of attendance” in a timely fashion. Verify individual attendance/academic activity for financial aid reporting.

Supporting References

Listed below are college document(s) that support this policy:

Compliance References:

Listed below are references to compliance requirements (e.g. MnSCU policy, federal regulations).

Title IV Financial Aid regulations.
 2045-1-01 Last Date of Attendance/Academic Activity

The most current documentation is electronic; therefore, please discard printed copy after 24 hours. This does not apply to completed forms which are records.			Print Date: 10/25/05 4:58 PM
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Title: Attendance/Academic Activity Recording			Implementation Date: 6-1-05
Approved: Dr. Quistgaard	Date: 5-13-04	Check here if policy should appear in campus handbook:	<input checked="" type="checkbox"/>