

**DIN:** 2045-1-01  
**Title of Policy:** Last Date of Attendance/Academic Activity Policy

**Policy:**

An enrolled learner's official last date of attendance/academic activity is defined as the date the Registrar's Office receives official notification of the learner's withdrawal. If a learner has not officially withdrawn, the last date of attendance will be validated by faculty/staff documentation.

**Purpose**

To determine learner's last date of attendance.

**Responsibility**

The table below describes responsibilities for this policy:

Group/Individual	Responsibility
Registrar	Receive learner withdrawal and document date; retrieve withdrawal date from web registration system.
Faculty	Document learner attendance; record last date of attendance for learners who stop attending.

**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).

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: 09/27/05 11:52 AM
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Title: Last Date of Attendance/Academic Activity			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"/>