

## **NORTHLAND COMMUNITY AND TECHNICAL COLLEGE**

### **2092P LAST DATE OF ATTENDANCE (LDA) / NO SHOW PROCEDURE**

The Registrar may provide faculty with class rosters on the first day of the semester and the day following the free drop/add period (day 6). The formal class roster will be returned to the Registrar's office by faculty listing all students who have not attended the class during any of the first five days. These students, if not attending any one or all of their semester classes (No Show), will be administratively dropped by the Registrar's office from the class(es) they are not attending.

The Last Date of Attendance (LDA) will be entered by faculty members for students who have not been in attendance and have not completed the course. If a student has not officially withdrawn, the last date of attendance will be validated either by faculty/staff documentation or by applying the midterm date. The Last Date of Attendance (LDA) process is available to faculty through Employee eServices.

Date of Implementation: 1/19/06  
Date of Adoption: 1/19/06  
Date & Subject of Revisions: 4/2/07 – minor revisions  
3/3/08 – deleted 60% language  
12/16/08 – Revised  
2/04/09 Revised  
3/09/10 Revised  
02/22/11 Revised