

NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

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

Students not attending any or all of their classes during the first 5 days of the semester will be reported, by faculty, as a No Show. The process is available to faculty through the Employee eServices. An FN (Failure for Non Attendance) grade will be entered for each reported course on that student. The FN grade will not be calculated in the overall GPA for the student. For courses beginning later in the term, students not attending the first class day will be reported as a No Show by faculty. The FN grade will be posted.

The Last Date of Attendance (LDA) will be entered by faculty members in eServices for students who have not been in attendance after the fifth day of the term (students not attending during days 1-5 are reported as No Shows) and have not completed the course. An FW (Unofficial Withdraw) grade will be entered and will be calculated in the overall GPA for the student. The LDA date must be entered on any student that, according to the instructor, would receive an “F” grade in his/her class due to nonattendance. If, however, the student does attend for the full length of the class, but “earns” an “F” grade through poor academic performance, the “F” grade is entered and the LDA date would be the last day of the class. If a student has not officially withdrawn, the last date of attendance will be validated either by faculty/staff documentation or by applying the midterm date.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
	03/19/12 Revised
	04/30/12 Revised
	03/04/13 Reviewed
	03/04/14 Reviewed
	02/03/15 Reviewed Clarified - need midterm point language
	02/16/16 Reviewed
	02/16/17 Reviewed
	02/16/18 Reviewed
	03/22/19 Reviewed
	02/14/20 Reviewed
	03/04/21 Reviewed
	03/16/22 Reviewed
	12/15/23 Reviewed