Last Date of Attendance FAQs

1. Why is the Last Date of Attendance information required?

   - The University of Colorado Boulder does not require that professors take attendance; however, the U.S. Department of Education nevertheless requires (34 CFR 668.22) the Office of Financial Aid to determine if a student who receives financial aid and fails to earn a passing grade in a course has actually attended and/or completed the course, or if they withdrew from a course without providing the university official notification. In addition, for students who officially withdraw we are required to document that they also began attending the course(s) from which they withdrew in order to determine the type and amount of financial aid they may be eligible to retain. Because a student could be a financial aid applicant at any point during the academic year, we must collect this information for all students, so that financial aid eligibility can be accurately determined.

2. Who must provide the Last Date of Attendance information?

   - Since the instructor is the only person at the institution who can document whether a student attended class or participated in an academically-related activity, this documentation must come from the instructor.

3. What if I do not take attendance?

   - If you do not take attendance, you should provide the date of the last known academically-related activity. Examples of academically-related activities are: taking an examination or quiz, tutorials, computer-assisted instruction, completing an academic assignment, paper, or project, or attending a study group required by the university where attendance is taken. 34 CFR 668.22(l)(7)(i & ii) If there is no documented attendance or academically-related activity, you must select “Never Attended”.

4. What if I do not know if the student attended and I have no record of academic activity?

   - Indicate the student did not attend. According to federal regulations 34 CFR 668.21(c), the student is considered to have not begun attendance if the institution is unable to document the student’s attendance.

5. What if I saw the student in class but do not take attendance, and there is no academic activity record?

   - If attendance cannot be documented through actual attendance records or an academically-related event, you must report that the student never attended. 34 CFR 668.21(c)
- When “early-”, “mid-”, and “late-month” are the most accurate remembered last dates of attendance, please use the 1st, 15th, and 26th for the posted last date of attendance.
- Select “Never Attended” if attendance cannot be documented.

6. What impact is there to the student when “Never Attended” is indicated?
- The student may have their financial aid reduced or cancelled for the semester.

7. I teach an online class, how do I document attendance?
- If attendance is not taken, provide the date of the last academically-related activity. Examples of academically related activities are: taking an examination or quiz, tutorials, computer-assisted instruction, completing an academic assignment, paper, or project, or attending a study group required by the university where attendance is taken. 34 CFR 668.22(l)(7)(i & ii)
- The student is considered to have not begun attendance if the institution is unable to document the student’s attendance. 34 CFR 668.21(c)

8. I submitted an incorrect “last date of attendance” date. How do I correct this?
- Unfortunately, this cannot be administratively corrected in our ISIS system. Please contact the Financial Aid Office at 2-5091 or faadmin@colorado.edu with the following information: student name, SID, term, course, and correct last date of attendance.

9. How long am I required to retain examinations/tests/term papers and homework records?
- The APS on record retention for the Boulder Campus defines the retention period as “No specific requirement for retention; generally up to individual faculty member or department policy.” https://www.cu.edu/ope/policy/aps-2006-retention-university-records

End of Term Grading

1. How do I indicate the reason for the “F” grade on the grade roster (and the date of last attendance if applicable)?
- When you enter an F grade you will be prompted to select one of the following: “Attended Until Term Completed” (i.e., earned F), “Never Attended”, or “Attended until.....” If you select “Attended until.....” you will also be prompted to enter the last date of attendance or academic activity. If you cannot document this, then you must select “Never Attended”.

Your choices include:

- **Attended Until Term Completed”. This is to be used if the student completed the class but failed.**
- “Attended until _______. This is to be used if the student attended your class, but then stopped attending but failed to drop the course or withdraw from the University. You will need to enter:

  1. Enter the last date of attendance (if known), or

  2. Enter the student’s last date of attendance as demonstrated by some academically related activity (quiz, exam, presentation, iClicker entry, etc.)

You must enter a date for the system to accept your grade submission for the term. Missing dates will create an error and prevent submission of the grade roster.

   When “early-”, “mid-”, and “late-month” are the most accurate remembered last dates of attendance, please use the 1st, 15th, and 28th for the posted last date of attendance.

- “Never Attended”. Per federal regulations, you will indicate “Never Attended” if attendance or academic activity cannot be documented.

When approving a drop via a Special Action Form

1. Do I need to indicate the last date of attendance when I approve a drop request from a student after the deadline to drop?

   • Yes. Please indicate either the last date of attendance, or the student never attended, in the field as indicated below. If attendance cannot be documented through actual attendance records or an academically-related event, you must report that the student never attended. 34 CFR 668.21(c)
When approving a retroactive drop or grade change via a Change of Record Form

1. Do I need to indicate the last date of attendance when I approve a drop request from a student?

   - Yes. Please indicate either the last date of attendance, or the student never attended, in the field as indicated below. If attendance cannot be documented through actual attendance records or an academically-related event, you must report that the student never attended. 34 CFR 668.21(c)

2. If I submit a retroactive grade change to an F grade, do I need to provide information as to whether the F is due to an earned F, never attended or stopped attending?

   - Yes. You need to make this indication in the “comments” field on the Change of Grade form.
Late Grades Submitted

1. If I fail to enter my grades on-line and MyCUInfo is now closed for grading for the term, do I need to indicate whether the F is due to an earned F, never attended or stopped attending?

   - Yes. You will need to indicate this information for every student who is receiving an F grade in the course. You can indicate this status by noting a comment next to each F grade on the roster. If it is because the student stopped attending, please provide the date of the last academically-related activity, or if you have no record of academic activity, you need to indicate the student never attended. 34 CFR 668.21(c)