

## Determining the Last Date of Attendance (LDA)

### Overview

Accurately recording student attendance is essential for ensuring student success and maintaining compliance with financial aid regulations. The college's **Attendance Requirements and Administrative Withdrawal Policy** establishes guidelines for tracking attendance and determining the **Last Date of Attendance (LDA)** when a student drops a course or is administratively withdrawn.

The LDA refers to the last date a student:

- Physically attended a seated class
- Actively participated in an online class

Below are the procedures for determining LDAs for different class formats.

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### Seated, Hybrid, and Live Online Classes

**Policy 2.61:** Attendance in a **seated or hybrid course** means being physically present in class. Additional attendance criteria are set by the instructor and must be included in the syllabus. **Live online courses** also follow scheduled attendance requirements.

### Steps to Record and Determine LDA:

1. Instructors must take attendance in **Canvas** for all **seated, hybrid, and live online classes**.
2. To determine LDA:
  - Navigate to the **Attendance Module** in Canvas.
  - Click on **“Report”** → **“Last Day of Attendance”**.
3. Students who have dropped the course will be marked with a **small "W"** ( **W** ) next to their name in the report.
4. If a student only attended the first day and never returned, their LDA is the date of their last recorded attendance (e.g., **June 3** in the example below).

First Name	Student ID	First Attended	Last Attended	
	0962551	3 Jun 2024	24 Jun 2024	
	0998682	3 Jun 2024	24 Jun 2024	
IAN	0938152	3 Jun 2024	3 Jun 2024	
	0922241	3 Jun 2024	24 Jun 2024	
	0938232	3 Jun 2024	24 Jun 2024	
	0962432	3 Jun 2024	24 Jun 2024	
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## Online Classes

**Policy 2.61:** Attendance in an online course is defined as active participation in an academically related activity. At least one academically related activity should be conducted each week.

### Examples of Qualifying Academic Activities:

- ✓ Submitting assignments
- ✓ Taking exams or quizzes
- ✓ Posting in discussions
- ✓ Participating in group projects
- ✓ Emailing the instructor about course-related content

✗ **Merely logging in or accessing materials does NOT count as attendance.**

### Challenges with Online LDA Determination:

- Some courses use **third-party software** that does not sync with Canvas. Instructors must check those systems for student participation.
- **If a student completes work before the official start date but does not participate after the course begins, they should be marked as “Never Attended” and dropped during roster cleanup.**

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## LDA for Administrative Withdrawal

When determining LDA for **administrative withdrawals**, the **gradebook** is the best tool.

### Steps to Determine LDA:

1. Sort the **gradebook by due date** to identify a pattern of missed assignments.
2. Locate the **last completed assignment or activity** before a student stopped participating.
3. Record that date as the LDA.

The following shows a student who has missed four assignments, in order of due date, compared to the first student who has completed all assignments. The date of the last completed activity would be recorded as the LDA.

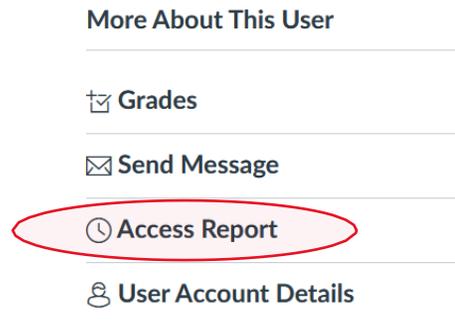
3	15	5	4	25
4	0	0	0	0

## LDA for Students Who Drop a Class

If a student drops a course, their LDA must be recorded before they disappear from the gradebook.

### Steps to Determine LDA for Dropped Students:

1. Click on “People” on the list to the left of the Canvas class. A list of all students and instructors will be shown. The last activity column is the last time they logged in. So, this is not always the best date to use.
2. Click on the student’s name (inactive will be next to the student’s name)
3. Click the student’s name, then select “**Access Report**”.



4. Review the **Times Participated** column to find the last meaningful academic activity (2/14 in example below).

Times Viewed	Times Participated	Last Viewed
32		Feb 21, 2024 3:37PM
2		Feb 21, 2024 3:36PM
4		Feb 21, 2024 3:35PM
2		Feb 21, 2024 3:32PM
2		Feb 21, 2024 3:32PM
2		Feb 21, 2024 3:31PM
3		Feb 21, 2024 3:31PM
4		Feb 21, 2024 3:31PM
1		Feb 21, 2024 3:31PM
43		Feb 21, 2024 3:31PM
22		Feb 21, 2024 3:31PM
12		Feb 21, 2024 3:31PM
1		Feb 21, 2024 3:00PM
16		Feb 21, 2024 2:58PM
4		Feb 14, 2024 2:42PM
2		Feb 14, 2024 1:01PM
1		Feb 14, 2024 12:59PM
3	1.0	Feb 14, 2024 12:59PM

5. If third-party tools are used, confirm participation from those sources.

The most recent date of **actual participation** (e.g., submitting an assignment) should be recorded as the LDA.