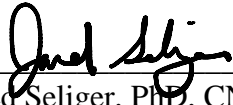


**ALLEN COLLEGE – UNITYPOINT HEALTH
STANDARD OPERATING PROCEDURE**

Supersedes: 5/01, 11/05, 05/10, 05/11,
03/16

No: 2-L-800-03
Last Review Date: March 2019
Required Review Date: May 2023
Administrative Unit: Dean of Student Services
Approved By:



Jared Seliger, PhD, CNMT
President

SUBJECT: Last Day of Attendance

PURPOSE: To set last day of attendance guidelines.

EFFECTIVE FOR: Allen College Faculty, Staff, and Students

POLICY:

The last day of attendance is determined as the following:

With Notification By Student

- The date in which the student notifies the Registrar's Office verbally or in writing that he/she is withdrawing or will no longer be attending classes. The date of notification will be used as their last day of attendance.
- Students can notify Allen College with a future date of withdrawal. The future date will be used as their last day of attendance unless otherwise modified by the student.

Without Notification by Student

- Upon academic dismissal, the last day of the semester will be considered the last day of attendance. If an In Progress or Incomplete grade contract was in place, the last day of attendance will be the final day indicated on the contract or when the final grade was entered by the faculty member.
- If a faculty member or advisor is aware of the last date a student was in attendance, that date will be documented and used as the last day of attendance.
- If no date is known, the last date of attendance will be the midpoint of the period for which financial aid was disbursed.
- If Allen College were required to take attendance for an outside organization (i.e. VA, JPTA), the last date reported to that organization will be considered the last day of attendance.
- Upon disciplinary dismissal, the date of dismissal will be considered the last day of attendance.
- For a student placed on an Approved Leave of Absence who does not return from that leave of absence, the last day of attendance shall be the beginning date of the leave of absence.
- For a student on an Unapproved Leave of Absence, last date of attendance is the date the student is placed on the unapproved leave.
- For a student who receives the grade "F" for all coursework within a semester, the last date in which the student attended an academic related activity will be used as the students last day of attendance and the refund/repayment calculation will be performed to determine if all financial aid for the semester was earned.

PROCEDURE:

1. At the time a staff/faculty member is notified that the student is withdrawing, that staff/faculty member will tell the student to contact the Registrar's Office. The staff/faculty member will also notify the Registrar's Office so follow up can be made if necessary.
2. The Registrar will then start the withdrawal process by completing the Last Day of Attendance Form and notify financial aid, admissions, billing office, and the student's advisor of the official last day of attendance in writing.
3. When a grade of "F" is assigned to any course, the faculty member will also be required to submit documentation which supports the student's participation in an academically related activity. This information will be used to determine the official last day of attendance and the above mentioned offices will be notified in writing. Examples of an approved academically related activity include: examination or quiz, tutorial, computer assisted instruction, academic or counseling, academic conferences, completing an academic assignment, paper or project.