

LAST DATE OF ATTENDANCE, WITHDRAWS AND FINANCIAL ASSISTANCE

Memorandum

To: FHSU Faculty and Staff

From: President's Cabinet

Date: August 1, 2005

Subject: Last Date of Attendance, Withdraws and Financial Assistance

The Student Fiscal Services Office and the Financial Assistance Office need the help of all faculty to determine Last Date of Attendance (LDA) for FHSU students. LDA is a term used within federal regulation to determine when a student last participated in an academically related function instead of when a student may have officially withdrew from a course (see further definition below). FHSU must use LDA to calculate refunds to the federal programs not official withdraw dates.

<p>This regulation places a significant procedural and financial burden on the University and is being implemented as part of the requirement for federal aid program participation. Federal aid benefits more than 75% of FHSU students and totals approximately \$22 million annually.</p>
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It is essential that faculty provide Last Date of Attendance information to the Registrar's Office or Virtual College as part of the established add/drop process. A space has been provided for this date on paper drop slips (See Figure 1 below) and the Virtual College staff will collect the information as part of the established VC Add/Drop process. **Because many students do not officially withdraw with the proper forms, the Financial Assistance Office and Student Fiscal Service Office is required determine LDA for students that fail all courses. In these cases, either the Student Fiscal Services Office or the Financial Assistance Office will contact instructors and request the information.** FHSU typically has 120-130 students who receive all failing grades at the end of a term.

Please give the Registrar's Office, Student Fiscal Services Office, Virtual College and the Financial Assistance Office your cooperation in this matter. Included below is a summary of the policy that has been approved and provides additional definitions, explanation and clarification.

(Figure 1)

Please Print Family — Use Ball Point Pen

Name _____
Last First Middle

Student ID Number _____

Local Address _____ Phone _____



Fort Hays State University
OFFICIAL
CHANGE OF CLASS SCHEDULE
WITHDRAWAL

OBTAIN COURSE INFORMATION FROM CLASS SCHEDULE

Dept.	Course Number	Section	Name of Course	Cr. Hrs.	Time	Day

Mo Date Yr WP WF

Last date class attended

Do Not Write In This Space
Reserved in Registrar's Office

Month Day Year

1. Obtain signature of advisor and then instructor. 2. Transcript record of withdrawal will be recorded in accordance with university policy on the basis of the date the "Withdrawal" is filed in the Registrar's Office. 3. Consult the official semester class schedule for information and dates regarding "Withdrawals". 4. Return all three copies to Registrar's Office. **Note:** Changes to your enrolled schedule may affect your status/progress in the Four-Year Degree Guarantee Program.
Copy 1 — Registrar's Office Copy (Student Class Schedule)

(Section 19.1 of FAO Policy Manual)

Last Date of Attendance, Withdraws and Financial Assistance

Federal regulations require institutions to return federal financial aid for any recipient whose last date of attendance (LDA) occurs before his/her financial aid award is fully earned. Even though aid is disbursed at the beginning of the term for the entire term, aid is actually earned as the student attends class. Any time a student who receives aid withdraws (officially or unofficially) or never attends class, there is the potential overaward situation.

LDA Defined: The determination of the student's LDA by a university employee can be based on an academically related event or activity. Acceptable forms of such documentation include but are not limited to exams, records of attendance, tutorials, computer-assisted instruction (e.g. Blackboard), counseling, academic advisement, or study groups.

Official Withdraws: The LDA must be reported on each withdraw request approved. The Student Fiscal Services Office will use this date to calculate the amount of Federal aid to be returned to the aid programs.

Unofficial Withdraws: If the student does not officially withdraw and no withdraw request is submitted, the Financial Assistance Office may require information concerning the LDA for each final grade of U.

Never Attended: If the institution is unable to verify LDA in any course, the institution must return all aid, even the portion disbursed directly to the student, to the aid programs.

Contact the Student Fiscal Service Office or the Financial Assistance Office for additional information or clarification.

Approved by President's Cabinet 07/13/05