



## ADMINISTRATIVE POLICY

Number	<u>400-12</u>
Adoption	<u>10-19-1992</u>
Deletion	
Revision	<u>07-09-2007</u>
Review Date	<u>07-28-2021</u>

### LAST DATE OF ATTENDANCE POLICY

Federal regulations require that an institution have procedures to document last date of attendance for any student who withdraws from or stops attending all hours enrolled. If the institution is unable to document the student's last date of attendance, any Title IV funds it disbursed to that student for that payment period may be considered an overpayment and may require a refund to the Title IV programs.

Each instructor will record daily attendance of all enrolled students for all scheduled classes. The attendance records will be maintained in the institutional data system.

Revision Dates: 07-09-2007, 03-22-2004, 11-18-1996..