

## Procedure 3.0938

### Last Date of Attendance for Registrar and Financial Aid Procedure

The Registrar's Office will run reports, on a minimum of a weekly basis, to identify all last date of attendance designations recorded by faculty consistent with the Last Date of Attendance for Instructors Procedure. The registrar will withdraw students from courses in which they have not been in attendance with a status of "W." Students withdrawn after the last date to withdraw will be assigned a letter grade of "F" by the Registrar's Office. Students withdrawn prior to the last date to withdraw will not be assigned a letter grade.

The Registrar's Office will forward a list of students withdrawn through this process to the Financial Aid Office on a minimum of a weekly basis. The Financial Aid Office will review the list of students for possible Return of Funds Calculations.

#### References

**Legal References:** *Enter legal references here*

**SACSCOC References:** *Enter SACSCOC references here*

**Cross References:**

#### History

**Leadership Council Review/Approval Dates:** *Enter date(s) here*

**Senior Staff Review/Approval Dates:** *05/29/2018*

**Board of Trustees Review/Approval Dates:** *Enter date(s) here*

**Implementation Dates:** *Enter date(s) here*