FAQs FOR REPORTING LAST DATE OF ATTENDANCE/ENGAGEMENT (LDA)

- For whom must I report last date of attendance (LDA)?
    - For all students earning a grade of "F"
    - For all students earning a grade of "I" or "Incomplete" in case that student does not later pass the course.
    - No LDA is needed for students who have withdrawn or who have never attended (so long as faculty have already reported the non-attendance).

- What counts as attendance/engagement when determining a student's last date of attendance?
    - Physically attending a class in which direct instructor-student interaction has taken place or electronic attendance in a synchronous remote/online class.
    - Submitting an academic assignment
    - Taking an exam or quiz
    - Participating in an interactive tutorial or computer-assisted instruction
    - Attending a study group
    - Substantive participation in an online academic discussion related to the course
    - Initiating contact with a faculty member to ask questions about course content/subject matter

- What does NOT count as attendance/engagement when determining a student's last date of attendance?
    - Showing up to a class for a few minutes and then leaving
    - Logging into Canvas but not completing an activity or submitting an assignment
    - Turning in an exam with no answers
    - Posting in an online academic discussion that has nothing to do with the course
    - Initiating contact with a faculty member to talk about their absence or unrelated issues, but not completing coursework

- What if I recognize that I've made an error after I've submitted a student's attendance?
    - If grades have not yet been submitted or rolled to history, go back into PipelineMT and make the correction to the date.
    - If grades have been rolled to history, email records@mtsu.edu with a note explaining the error and documentation to support the LDA change. We will not change a reported LDA without documentation.

- Do I need to provide the source documentation of how I arrived at their LDA?
    - No, effective Fall 2026 source documentation is not required to submit with final grades. However, faculty should have proof of how they arrived at a student's last date of attendance in case the student wants to know how you determined that date or if you want to change a last date of attendance.

- Can I use my gradebook, either in Canvas or in paper, as documentation?
    - Yes, so long as the gradebook records specific academically-related activities:
        - Each activity is dated and aligns with the syllabus
        - The gradebook is maintained appropriately
        - The information in the gradebook is not altered without documentation—for example, you gave permission for a student to submit a late assignment or recalculated a grade to correct an error

- What else will count as documentation to change a reported LDA?
    - A screenshot of a student's last discussion post in Canvas or submitted assignment
    - An email showing the interaction with the student discussing the substance of the course (ideal for students completing internships or independent study courses)
    - A screenshot showing the student in a Zoom/Teams meeting for a remote course

- How do I take a screenshot?
    - If you're using a PC, you may use the Snipping Tool. While there's no Snipping Tool on a Mac, you may follow these directions.

- Whom can I contact if I need help or have questions?
    - The Registrar's Office can assist –contact Tyler Henson or Judy Money