

Effective Date: May 28, 2024

Next Review Date: AY2028-2029

[Minnesota State Board Procedure 5.12.1](#) -

to consult with the faculty member to determine other options (i.e. drop, withdrawal, incomplete, etc.).

Students who are members of any branch of the U.S. military and who are unable to complete a semester due to having been called to active duty and veterans with a service connected disability as described in Part 2 of Minnesota State Board Procedure 5.12.1, shall to the extent possible be provided one of the options outlined in Minnesota State Board Procedure 5.12.1. Students should immediately contact their faculty member(s) to discuss the option most appropriate for their situation.

Students who experience a "life event" that conflicts with class attendance and/or participation expectations as stated in the syllabus, must contact their faculty member(s) to discuss available options. If no options are available, it is the student's responsibility to meet with an advisor to determine the next steps they should take. Accommodations for life events are at the discretion of the faculty member. The

Students are expected to attend and participate in all sessions of each class in which they are enrolled. The College reserves the right to drop a student for non-attendance who does not attend the first class session if it is in the best interest of the College. This action may negatively impact financial aid, veteran's benefits, and international student status.

The College will default to syllabus statements when conflicts related to attendance/participation occur between the faculty member and the student.

A student's Last Date of Attendance (LDA) is the last day they were academically engaged as defined in the class syllabus. Faculty members are required to report non-academically engaged students as non-attending. The purpose of recording an LDA is to appropriately assess the financial liability for students, ensure good stewardship of financial aid funds, limit the financial liability for the college, and limit academic consequences for the student.

LDA reporting begins the second week of the semester, prior to disbursement. Faculty may also choose to update a student's LDA at any point during the semester. Faculty members are only responsible for recording LDA for courses they are teaching at the administratively required reporting dates. Faculty members may choose to report a student's LDA more frequently.

Students who are reported as not attending a class will receive either an FN or an NN grade on their transcript. An FN is recorded for classes numbered 1000 or higher and counts as an F in the GPA. An NN grade is recorded for all classes numbered below 1000

and does not count in the GPA. Both an FN and an NN count towards the cumulative completion rate, which may affect the student's academic progress. Refer to Policy 2.9 and Procedure 2.9.1, Satisfactory Academic Progress, at www.nhcc.edu/policies for more details. Prior to the course withdrawal deadline, students may visit the Records and Registration Office to change an FN or NN grade to a W (withdrawal). The LDA that was reported by the faculty will remain unchanged, so the impact on the student's financial aid award for that semester will remain unchanged.

A student who stops attending a class(es) must immediately withdraw from the class(es), and is responsible for understanding the impact of such action on their student account. If it is determined that a student received financial aid for a class(es) the student did not attend, or if a student stops attending classes prior to the 60% point of their enrollment period, the student's financial aid will be recalculated based on Federal and State financial aid regulations. The recalculated financial aid may result in the student owing the college money for unearned financial aid.

A student who has been removed from class through the LDA process and received an FN/NN may request reentry into the class by contacting the faculty member. Readmission to the class is not guaranteed and is at the faculty member's discretion. A student who is readmitted and does not meet the attendance requirements of the course may be reported through the Student Code of Conduct process. See the Code of Conduct [policy](#) and [procedure](#).

Diversity, Equity, and Inclusion Committee Review:	4/3/2024 – 5/10/2024
Campus Community Review Period:	3/11/2024 – 3/25/2024
AFSCME Review:	4/3/2024 – 5/10/2024
MAPE Review:	4/3/2024 – 5/10/2024
MMA Review:	4/3/2024 – 5/10/2024
Shared Governance Council Review:	5/10/2024
Student Senate Review:	4/18/2024
President Rolando Garcia Approval:	5/23/2024
Campus Community Dissemination:	5/28/2024

III.03.19 Adopted 3-25-09 under Ann Wynia

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Reviewed Fall 2018

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