



## DATE OF LAST ACADEMIC ACTIVITY FREQUENTLY ASKED QUESTIONS

### **Why is the Date of Last Academic Activity information required?**

The University of Houston does not mandate that professors take attendance; however, according to federal regulations the U.S. Department of Education requires the Office of Financial Aid to verify if a student receiving Title IV financial aid and failing to earn a passing grade in a course has actively begun to participate in an academic related activity and/or completed the course, or if they withdrew without officially notifying the university. As students can apply for financial aid at any point during the academic year, we are required to collect this information for all students to ensure accurate determination of financial aid eligibility.

### **What grades will require the recording of the Date of Last Academic Activity?**

Grade of failing (F), unsatisfactory (U) or incomplete (I) for a student requires a date of last academic activity.

### **How do I define the Date of Last Academic-Related Activity?**

**Academic related activity** may include, but is not limited to below examples:

Attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students. Students submitted a class assignment. Students completed an exam, interactive tutorial, interactive webinar or interactive computer-assisted instruction. Students attended a study group that is assigned by the institution. Students participated in an online discussion about the course, or initiated contact with a faculty member regarding the course material.

### **Academically related activities do not include:**

Class attendance without any opportunity for active participation.

Living in institutional housing.

Participating in a school's meal plan.

Logging in to a distance education course without any other active participation.

Academic counseling or advising.



**Who must provide the Date of Last Academic Activity information?**

As the instructor is the sole individual at the institution capable of verifying whether a student actively began a class or participated in an academically related activity, this documentation must be provided by the instructor.

**What if I do not know if the student attended and I have no record of academic activity?**

Indicate that the student "never attended"

According to federal regulations a student is considered not to have begun attendance in a payment period or period of enrollment if the institution cannot document the student's attendance in any class during that time.

**What if I saw the student in class and there is no academic activity record for the student?**

According to federal regulations, attending a synchronous class, lecture, recitation, or field or laboratory activity, whether physically or online, where there is **an opportunity for interaction** between the instructor and students is considered an academic activity. However, if there is no opportunity for interaction, indicate that the student "never attended."

**I teach an online class; how do I document academic activity for the student?**

Class attendance alone, without any opportunity for active participation, is not considered an academically related activity. However, if you take attendance and there is any opportunity for active participation, it is considered an academically related activity, and you should provide the last known date.

If you do not take attendance or if there is no opportunity for active participation between the student and instructor, you should provide the date of the last known academically related activity. The definition of academically related activity and examples are provided below.

## Questions

Contact the Office of the University Registrar  
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