

PM 00-06

7/21/00

President James E. Lyons, Sr.

Policy on Certification of Last Date of Attendance

Upon the recommendation of the Academic Senate, I am establishing the following policy for certification of the last date of attendance at CSU Dominguez Hills:

Faculty members determine attendance policy, procedures, and the methods of record keeping for their classes, and thus may not know the last date of attendance for any given student, but the University is required to track a student's last day of attendance to comply with requirements of financial aid laws. Therefore, it shall be the policy of CSUDH that a mid-point verification shall be the basis for determining the last day of attendance when it cannot otherwise be verified.