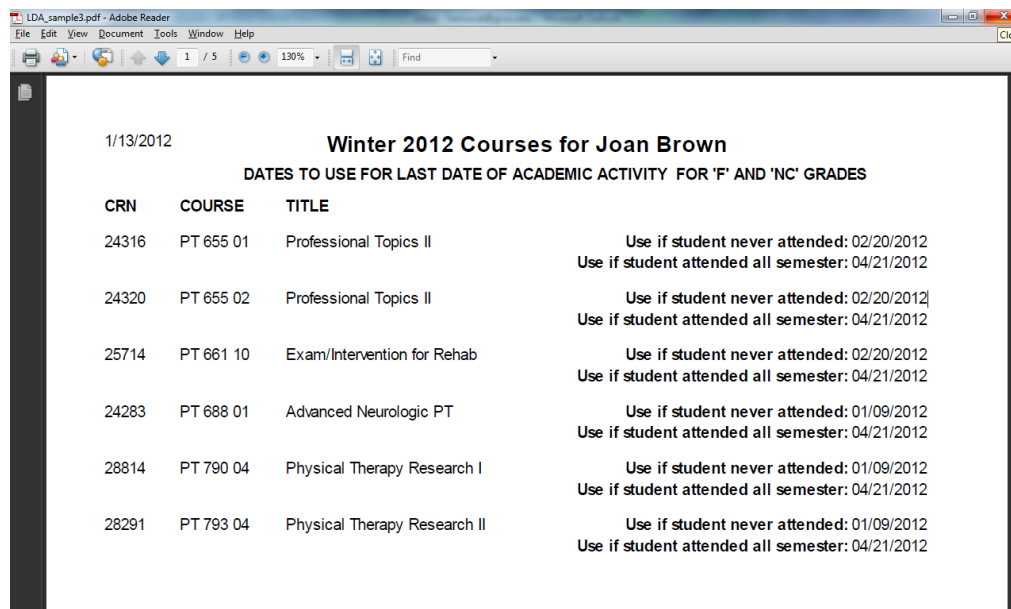


## Last Date of Academic Activity (LDAA) Process

A last date of academic activity must be entered whenever a student receives a final grade of “F” or “NC”. The instructions listed below provide information on where to enter the LDAA and how to determine the appropriate date.

1. Prior to final grading, faculty will receive an email from the registrar’s office directing you to the LDAA listing which shows your courses and the LDAA dates to use for ‘never attended class’ and ‘attended full class’. An example is displayed below:



1/13/2012

**Winter 2012 Courses for Joan Brown**

**DATES TO USE FOR LAST DATE OF ACADEMIC ACTIVITY FOR 'F' AND 'NC' GRADES**

CRN	COURSE	TITLE	Use if student never attended: 02/20/2012	Use if student attended all semester: 04/21/2012
24316	PT 655 01	Professional Topics II	Use if student never attended: 02/20/2012	Use if student attended all semester: 04/21/2012
24320	PT 655 02	Professional Topics II	Use if student never attended: 02/20/2012	Use if student attended all semester: 04/21/2012
25714	PT 661 10	Exam/Intervention for Rehab	Use if student never attended: 02/20/2012	Use if student attended all semester: 04/21/2012
24283	PT 688 01	Advanced Neurologic PT	Use if student never attended: 01/09/2012	Use if student attended all semester: 04/21/2012
28814	PT 790 04	Physical Therapy Research I	Use if student never attended: 01/09/2012	Use if student attended all semester: 04/21/2012
28291	PT 793 04	Physical Therapy Research II	Use if student never attended: 01/09/2012	Use if student attended all semester: 04/21/2012

2. Log into **myBanner**
3. Click on **Faculty & Advisors** menu option (or the **Faculty Services** tab)
4. Click on **Term Selection** and choose the appropriate term and then click **Final Grades**. Begin entering the appropriate grade(s) on this form. A Last Date of Academic Activity (LDAA) is **required to be entered whenever a student receives a final grade of “F” or “NC”**.

Firefox Final Grades  
 banner-testinb.gvsu.edu/9471/TEST/bwlkfgd.P\_FacCommitFinGrd

GRAND VALLEY STATE UNIVERSITY mybanner

Personal Information Student Faculty Services Employee

Search  Go

Final Grades

Enter final grades here. All Student information is confidential. Directory information is also if Confidential appears next to a student's

**Course Information**  
 Readings in Nursing - NUR 399 01  
 CRN: 13823  
 Students Registered: 3

Please submit the grades often. There is a 30 minute time limit starting at 12:54 pm on Jan 13, 2012 for this page.

☒ The changes you made were saved successfully.

**Final Grades**

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled Last Activity Date MM/DD/YYYY	Attend Hours 0-999.99
1	Blue-Test, Lynn M.	G00000000	1.000	**Registered** Dec 01, 2011	F N	08/29/2011	
2	Jefferson, Thomas	G00000002	1.000	**Registered** Aug 25, 2011	F N	10/12/2011	
3	Lincoln, Abraham	G00000001	1.000	**Registered** Aug 25, 2011	NC N	12/10/2011	

### What date do I use for LDAA?

- Students who never attended the class:** enter the first day of the semester (refer to LDAA listing)
- Students who attended, but failed due to unsatisfactory academic performance:** enter the last day of classes for that course (refer to LDAA listing)
- Students who stopped attending class:** Enter the last date of academic activity (MM/DD/YYYY)

### Examples of Academic Activity Include:

- Physically attending a class
- Submitting an academic assignment either in class or on Blackboard
- Taking a quiz or an exam
- Attending a study group that is assigned by the institution
- Participating in an online discussion about academic matters

NOTE: Academic Activity does NOT include academic advising or logging into an online course without active participation.

- If a date is entered incorrectly, the following message will display: "You have errors on the page. Correct the errors to submit all grades for this record set." Possible errors are displayed below. Resolve the error based on the corresponding error message.

Firefox Final Grades banner-testinb.gvsu.edu/9471/TEST/bwlkfgd.P\_FacCommitFinGrd

Readings in Nursing - NUR 399 01  
CRN: 13823  
Students Registered: 7

Please submit the grades often. There is a 30 minute time limit starting at 01:10 pm on Jan 13, 2012 for this page.

You have errors on the page. Correct the errors to submit all grades for this record set.

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Activity Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number	Errors
1	Blue-Test, Lynn M.	G00000000	1.000	**Registered** Dec 01, 2011	F	N	08/24/2011		1	Last date of activity must be between section start date and section end date.
2	Jackson, Andrew	G00000004	1.000	**Registered** Aug 25, 2011	None	N			5	
3	Jefferson, Thomas	G00000002	1.000	**Registered** Aug 25, 2011	F	N			3	Last date of activity required for this grade.
4	Lincoln, Abraham	G00000001	1.000	**Registered** Aug 25, 2011	NC	N	01/22/2012		2	Last date of activity cannot be greater than current date. Last date of activity must be between section start date and section end date.
5	Monroe, James	G00000003	1.000	**Registered** Aug 25, 2011	B-	N			4	
6	Taft, William	G00000005	1.000	**Registered** Aug 25, 2011	CR	N			6	
7	Washington, George	G00000006	1.000	**Registered** Aug 25, 2011	F	N	ss 7 2011		7	You entered a date in an invalid date format. Last date of activity cannot be greater than current date. Last date of activity must be between section start date and section end date.

Submit Reset

Please submit the grades often. There is a 30 minute time limit starting at 01:10 pm on Jan 13, 2012 for this page.

- After all grades and LDAA have been entered for every student, click "Submit."