

Class Attendance, ~~Disappearer~~ Non-Attending Students and No Show Policies

Purpose:

The purpose of this policy is to define the College's expectations regarding class attendance.

Policy:

1. Class Attendance.

Regular and prompt class attendance is expected of all students. It shall be the student's responsibility to inform the instructor(s) of anticipated or unavoidable absences and to make up work missed as a result of absences.

2. ~~Disappearer.~~ Non-Attending Students:

Face-to-face, HITS, vidcon, and off-site courses: Students who have ceased to attend or have never attended class and have not officially dropped the class may be considered "~~disappearer~~" non-attending students by their instructors. Instructors may set their own attendance policies; depending on an instructor's attendance policy, non-attending students, i.e., "~~disappearer~~" may receive an "F" grade if the class is not officially dropped by the student by the withdraw deadline. It is the student's responsibility to be aware of his/her instructor's attendance policies and the consequences of non-attendance.

Online courses: Students registered in online courses who have ceased to communicate or have never communicated with their instructor and have not officially dropped the class may be considered "~~disappearer~~" non-attending students by their instructors. Instructors may set their own attendance policies; depending on an instructor's attendance policy, non-attending students, i.e., "~~disappearer~~" may receive an "F" grade if the class is not officially dropped by the student by the withdraw deadline. It is the student's responsibility to be aware of his/her instructor's attendance policies and the consequences of non-attendance.

3. No Show.

Semester-length face-to-face, HITS, vidcon, and off-site courses:* For classes meeting once a week, a student is responsible for attending the first class session of the semester. For classes meeting two or more times a week, a student is responsible for attending one of the first two class sessions of the semester. If a student fails to

¹ Supersedes HAW 7.505, March 8, 2010, June 1, 2009 and October 5, 1995

Revised Policy issued by Noreen Yamane, Interim Chancellor
meet these attendance requirements during the first week of the semester, he/she may be dropped by the instructor.

Semester-length online courses:* Students registered in online courses must communicate with the instructor by the end of the second day of the semester (should this read “second day of the first week of classes of the semester” for clarity that it does not mean “second day the class meets” since the class only “meets” online?); otherwise, they may be dropped by the instructor.

*Part-of-term (modular) courses are excluded from the No Show Policy.

Warning:

- a. There are financial aid implications for students who are dropped from a course by an instructor.
- b. For tuition refunds, students are responsible for filing official forms. Refer to Tuition Refund and Drop/Withdrawal Policies.

NOTE: It was the opinion of the Deputy Attorney General that the College must make provisions for the student to appeal and/or have a method for the student to add back the class should he/she so wish.

Procedures:

1. A student is responsible for informing the instructor directly or indirectly through the division chair or division secretary if he/she will be absent. The chair or secretary for documentation (CMA) purposes, should this read “The instructor, the division chair, or the division secretary”? who receives this communication must keep a written log.
2. Under the described conditions set in this policy, an instructor may drop a student.
3. A drop during the first three weeks of a semester course and the first week of a modular course results in the erasure of the course and no grade is assigned.
4. Instructors will be informed of this policy through the college catalog, the schedule of classes, and during division meetings.
5. Students will be informed of this policy through college publications including the college catalog, registration information, and new student orientation., and the OSS newsletter.
 - a. Student Service will send an all-student e-mail prior to the first week of class; if the student e-mail list includes Distance Education students at other campuses, this would broadcast the policy to them.

b. Student Services will list the policy in Kukui News.

c. An announcement/link to the No Show policy will be posted on the college's Web page before/during the first week of classes.

d. The No Show policy will be posted as a link from the "Hawaii Community College Class Availability" page online, for example, next to the "UH Transfer Information" link.

e. Additional announcement options will be explored, such as Twitter.

6. The No Show/Drop form is available from the Admissions & Records Office. Registrar's Office or at the end of this policy.

7. A drop resulting in a vacancy at or (is "at or" necessary? This could be meant to read that an add could be made if the class is a full capacity.) below the cap in select courses will be filled according to the current add policy.

8. A dropped student will be informed by the HawCC Admissions & Records Records & Data Management Office.

9. A dropped student may add back a dropped course during the add/drop period if space is available. If unable to do so, the student may seek reinstatement in the class through the instructor. If refused by the instructor, the student may submit in person a written appeal to the Division Chair of the course. (Do we have an official "appeal process or procedure" documented somewhere? Where is this information?)

10. If a student is reinstated by the Division Chair because of extenuating circumstances, the instructor is expected to readmit the student.

11. If a student is reinstated, the student — not the instructor or HawCC — is responsible for any and all missed course work. Allowing any make-up tests or quizzes will be at the instructor(s) discretion.

NO SHOW / DROP FORM

Regular and prompt class attendance is expected of all students. It shall be the student's responsibility to inform the instructor of anticipated or unavoidable absences and to make up work missed as a result of absences.

Semester-length* face-to-face, HITS, videon, and off-site courses: For classes meeting once a week, a student is responsible for attending the first class session of the semester. For classes meeting two or more times a week, a student is responsible for attending one of the first two class sessions of the semester. If a student fails to meet these attendance requirements during the first week of the semester, he/she may be dropped by the instructor.

Semester-length* online courses: Students registered in online courses must communicate with the instructor by the end of the second day of the semester; otherwise, they may be dropped by the instructor.

*Part of term (modular) courses are excluded from the No Show Policy.

There are financial aid implications for students who are financial aid recipients and who are dropped from a course by an instructor. The student is responsible for filing for a tuition refund.

Student's Name: _____ UH ID/Username: _____

Course Code: _____ Course Name & Number: _____

This student is being dropped from this class because

_____ the student has missed the first two sessions of the class or the first session of a class which meets only once a week

_____ no communication has been received by the instructor explaining the absence

Instructor's Name: _____ Date: _____

Instructor's Signature: _____

INSTRUCTOR: Complete this form and file it via fax, signed and scanned email, or in person with the registrar at the Admissions and Records Office by the end of the work day of the second missed session or after the first missed session if the class meets only once a week. If the class meets late in the day, this form must be submitted via fax, signed and scanned email, or in person the following morning of the next day.

Attachment 7d - 11/21/14

REGISTRAR: Send the student's copy of this form to the student's most current mailing address on file in the Records and Data Management Office.

STUDENT: As the student, you may add back this course during the add/drop period. If unable to do so, you may ask the instructor to add you back. If you are refused, you may submit in person a written appeal to the Division Chair of the course. Only under extenuating circumstances would a Division Chair consider adding back a student. If a student is added back, the student—not the instructor or HawCC—is responsible for any missed course work.

Form revised August 17, 2010