

Class Attendance, Disappearer and No Show Policies

Purpose:

The purpose of this policy is to define the College's expectations regarding class attendance. It applies to all semester-length credit classes regardless of delivery mechanism.

Policies:

1. Class Attendance Policy. Regular and prompt class attendance is expected of all students. Students are responsible for informing instructor(s) of anticipated or unavoidable absences and to make up work missed as a result of absences.

Instructors set their own attendance policy and grading standards. It is the students' responsibility to be aware of their instructor's attendance standards and the consequences of non-attendance.

2. Disappearer Policy.

Students who have ceased to attend or have never attended class and have not officially dropped the class may be considered "disappearers" by their instructors.

Instructors set their own attendance policy and grading standards. It is the students' responsibility to be aware of their instructor's attendance standards and the consequences of non-attendance.

3. No Show Policy.

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. For online courses, the student must participate in the online course during the first week of the semester.

If students fail to meet these attendance requirements, the instructor may initiate the No Show policy. To do this, the instructor will notify the registrar and student by email by 11:59 p.m. on Friday of the second week of classes that the No Show policy is being implemented.

There are financial aid implications for students who are dropped under the No Show Policy.

Students who are withdrawn under the No Show Policy will receive a full refund for tuition paid for the course(s) from which they have been withdrawn. The course(s) will be erased from the student's record and a refund issued automatically by the College. Students dropped under the No Show Policy may register for the course again following the College's standard add/drop procedures.

Procedures:

1. Students are responsible for informing the instructor directly or indirectly through the division chair or division secretary if they will be absent. The chair or secretary who receives this communication must keep a written log.

2. Under the described conditions of the No Show Policy, an instructor may (not must) drop a student. The instructor will notify* the registrar and student by email by 11:59 p.m. on Friday of the second week of classes that the No Show policy is being implemented.

*Currently the No Show Form is used to notify the registrar. The No Show Form is available on the Admissions and Records webpage.

3. A No-Show drop of a semester course results in the erasure of the course and no grade assigned.

4. Instructors will be informed of this policy through the college catalog.

5. Students will be informed of this policy through the college catalog. Optional notifications may include:

a. Student Services sending an all-student email about the no-show policy prior to the first week of class; if the student email list includes Distance Education students at other campuses, Student Services would broadcast the policy to them.

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

c. The No Show policy to be posted as a link from the "Hawai'i Community College Class Availability" page online, for example, next to the "UH Transfer Information" link.

d. Additional announcement options will be explored, such as using social media.

6. The No-Show form to be used by instructors is available at the Admissions and Records webpage.

7. A drop resulting in a vacancy at or below the cap in select courses will be filled according to the current add policy.

8. A dropped student will be notified by the Hawai'i CC Admissions and Records 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/Department Chair of the course.

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

11. If a student is reinstated, the student (not the instructor nor HawCC) is responsible for any missed coursework.

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.

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. For online courses, the student must participate in the online course during the first week of the semester.

If students fail to meet these attendance requirements, the instructor may initiate the No Show procedure. To do this, the instructor will notify the registrar and student by email by 11:59 p.m. on Friday of the second week of classes that the No Show policy is being implemented.

There are financial aid implications for students who are financial aid recipients and who are dropped from a course by an instructor. Refunds will be issued automatically by the College.

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

Course Code Registration Number (CRN): _____

Course Name Alpha & 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

_____ the student has not participated in the online course during the first week of the semester

Instructor's Name: _____

Date: _____

Instructor's

Signature: _____

INSTRUCTOR: If the student meets the criteria of the No Show Policy, then complete this form and submit to the registrar at the Admissions and Records Office.

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/Department Chair of the course. Only under extenuating circumstances would a Division/Department Chair consider adding back a student. If a student is added back, the student (not the instructor nor HawCC) is responsible for any missed coursework.

