



UNIVERSITY of HAWAII*
HAWAII
COMMUNITY COLLEGE

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, 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. For online courses, the student must participate in the online course during the first week of the semester. If a student fails to meet these attendance requirements during the first week of the semester, the instructor may initiate the No Show policy.

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 CRN: _____ 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 submit to the registrar at the Admissions & Records Office via email by 11:59 p.m. on Friday of the second week of classes that the No Show policy is being implemented.

REGISTRAR: Send the student via email the information on this form cc'ing the instructor

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.