KAUA'I COMMUNITY COLLEGE
No-Show Drop Policy

1. Purpose

    The No-Show Drop Policy allows instructors to drop students who fail to attend and fail to contact the instructor during the late registration period.

2. Background

    A. The No-Show Drop Policy would address the following concerns:
        i.   Make seats available for other students during the add period.
        ii. Emphasize the importance of attending the first day of class for success.
        iii. Prevent negative financial and academic repercussions for no-show students.
        iv. Improve the accuracy of data on course completion and success.

3. Policy

    A. For face to face or synchronous distance education courses: At any time after the first class meeting and prior to the last day of the late registration period, an instructor may drop a student who has failed to attend all class meetings to date and has failed to make contact with the instructor regarding these absences.

        *   The *late registration period* begins on the first day of instruction and ends on the last day for 100% tuition refund. These dates can be found on the Academic Calendar.

    B. For asynchronous distance education courses: At any time prior to the last day of the late registration period, an instructor may drop a student who has not evidenced participation in any of the required course activities and has failed to make contact with the instructor regarding their non-participation.

    C. Note that a student who has contacted the instructor regarding absences or non-participation cannot be dropped under this policy. Participation will be ensured through Executive Policy 7.209 *Student Participation Verification in Coursework.*

4. Related Policies and Documents

    A. University of Hawai'i Executive Policy (EP) 7.209 *Student Participation Verification in Coursework.*

5. Procedures

    A. In order to drop a student, the instructor must submit the *No Show Drop* form to the registrar verifying that the student meets the criteria for being dropped from the course.

    B. Faculty members should only action this No Show drop procedure if their course is full or nearly full. Courses with sufficient seats can otherwise remove students during the *Participation Verification* process described in EP 7.209.

    C. The deadline to submit the form is 8:00 AM on the last day of the late registration period. Instructors are encouraged to submit the drop form as soon as appropriate to provide the best opportunity for the seat to be filled by an active student.

    D. Dropped students will be notified via email that they have been dropped from the course and will also be informed about any financial aid implications and the procedure for obtaining a tuition refund.

    E. Re-enrolling in dropped course: A student who has been dropped from a course may re-enroll in the course during the late registration period if there are seats available. A student who wishes to re-enroll in the dropped course should contact the instructor immediately. If a student believes he or she was dropped in error or if there were extenuating circumstances, the student may appeal to the Vice Chancellor of Student Affairs.