

ATTENDANCE REPORTING OF NO SHOW STUDENTS

PURPOSE

This policy establishes the expected actions of the College in the event a student does not report to a class for which they are registered within the first two weeks of the course.

POLICY STATEMENT

Edison State Community College instructors are required to report students who have failed to attend their class within the first two weeks of the course. Students identified by the instructor as a no-show will be de-registered from the class with no tuition liability and the student notified of the removal via the individual's Edison State email. Appropriate changes will be made to their registration records, billing accounts, and financial aid (if applicable). Federal financial aid will be denied for no-show students until attendance is proven. Federal financial aid students will be notified via their Edison State email of the steps to take for reinstatement of federal aid.

PERSONS AFFECTED

All Edison State Community College students.