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 make contact with the instructor during the late registration period.

2. Background

A. The No-Show Drop Policy would address the following concerns:
   i. Dropping no-show students will make seats available for other students.
   ii. Prevent negative financial and academic repercussions for no-show students.
   iii. Instructors must enter a grade for each enrolled student at the end of the semester; there is no grade option that accurately reflects the situation of a no-show student.
   iv. The policy will improve the accuracy of data on course completion and success.

B. Currently, Kaua'i CC instructors have no means of dropping no-show students. Both Hawai'i CC and Maui College have No-Show Drop Policies. There is no UHCC system policy regarding no-show.

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 engaged 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 made contact with the instructor regarding absences or non-participation cannot be dropped under this policy.

4. 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. 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.

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

D. 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.