

Academic Affairs

No-Show Reporting Guidelines

"No-shows" are students who are listed on a course roll but do not attend a single class session prior to the drop-with-refund deadline. Instructors are required to submit no-shows in Campus Connect based on the drop-with-refund deadline plus an additional business day (M-F) for student drops due to extenuating circumstances. As a part of this submission, each student must be declared as having attended or as a no-show. Students submitted as no-shows are dropped from course rolls and are not billed for the course. Students that attend one or more class sessions during the drop-with-refund period may not be counted as no-shows. Students who do not attend but contact the instructor and successfully negotiate remaining in the course may be omitted from no-show lists at the discretion of the instructor.

Instructors should be very careful and double check their responses before submitting no-show reports. Careless mistakes create an abundance of unnecessary work for admissions staff and advisors.

16-week Term No-Shows

Sixteen-week no shows are students who do not attend a single class during the first 10 business days of the term. No-show grades for 16-week terms must be submitted into Campus Connect by faculty prior to 12 noon on the 12th business day from the start of the term. The deadline is from the start of the term, not the start of individual classes.

8-week Term No-Shows

Eight-week no-shows are students who do not attend a single class during the first five business days of the term. Eight week no-show grades are due prior to 12 noon on the 7th business day from the start of the term. The deadline is from the start of the term, not the start of individual classes.

Terms Less than 8-weeks No-Show Reporting: No-show reports are due by noon on the second business day after the first class session.

Online Course No-Shows

Online course no-show periods and submission dates correspond to term lengths as described above. However, the criterion for attending is different from face-to-face courses. Online students are considered to have attended after they complete one graded assignment during the no-show period that corresponds to the length of the term.

Important Details

- Students are dropped from Campus Connect class rolls automatically if they are reported as no-shows. They will also be automatically dropped from Brightspace soon thereafter.
- Instructors should contact the Registrar, Corey Quiett, either by email or phone to report mistakes.

- Instructors should use discretion on whether or not to give permission for a student to re-enter a class after being dropped due to being a no-show. The decision is solely up to the instructor, not advisors or admissions staff.
- In cases when instructors decide to permit a student to re-enter, contact the Registrar, Corey Quiett, to request the student be added back to the course roster.
- Online instructors must make no-show procedures exceedingly clear to students.
- Instructors should reply to inquiries regarding no-shows in a timely manner so that student and course records will be accurate.
- No-show reports may be submitted after the class has met for last time of the no-show period. Instructors do not have to wait until the day they are due to submit no-show reports.