

DIN: 2065-1-02 (changed from 2120-1-01)
Title of Policy: Cancellation of Registration Due to Non-Attendance (No-Show)

Policy

In order to maximize enrollment opportunities for all learners, if a learner has not attended a single class session or contacted the instructor of a course for which he/she is registered (i.e., is a “no-show”) by the fifth class day of the semester, the College reserves the right to cancel the learner’s registration for that course.

This policy does not negate the learner’s responsibility to manage his or her own registration (see Policy 2065-1-01 Registration Changes). The learner remains responsible for the cost of all courses for which he/she initially registered. Financial aid awards will be recalculated minus the credits of the cancelled course(s), and the tuition billing will be adjusted.

Purpose

The purpose of the non-attendance policy is to ensure correct academic records and limit the financial liability of the college.

Responsibility

The table below describes responsibilities for this policy:

Group/Individual	Responsibility
Dean of Academic and Co-Curricular Affairs	Ensure implementation and compliance with policy
Faculty	Keep attendance. On the fifth instructional day of the semester (first day of summer session), record all “no-shows” who remain listed on web class list.
Registrar	Provide support for faculty and learners in the implementation of this process. Notify learners of any registrations cancelled in accordance with this policy.
Learners	Know registration change deadlines and determine the impact of making course registrations. Make registration changes through the web registration page.

Supporting References

Listed below are document(s) that support this policy:

- 2065-1-01 Registration Changes (Add/Drop/Withdraw)

Compliance References

Listed below are references to compliance requirements (e.g., MnSCU policy, federal regulations)

The most current documentation is electronic; therefore, please discard printed copy after 24 hours. This does not apply to completed forms which are records.			Print Date: 09/27/07 11:50 AM
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Title: Non-Attendance			Implementation Date: 1-8-04
Approved: President Quistgaard	Date: 1-8-04	Check here if policy should appear in campus handbook:	X