

DROP for NON-ATTENDANCE



Student ID: S _____

CHECK here if Your Address or
Phone Number has CHANGED

LAST Name: _____

FIRST Name: _____

CURRENT TERM: _____

PERMISSION TO DROP (*After Census*) for NEVER ATTENDING

CRN # <small>(EX: 20085)</small>	Course <small>(EX: MAT-121)</small>	Section <small>(EX: 001)</small>	(REQUIRED) Please PRINT Instructor's Name:	(REQUIRED) Instructor's Signature:	(REQUIRED) DATE Signed

NOTE TO FACULTY: *This student claims they never attended the above referenced course and should have been identified as a "no-show" student, prior to the census date. Your required signature on this form confirms that information, which will result in dropping this student from the course.*

I acknowledge that if I do not attend class sessions between the start of a course and the census (drop) date of a course, I may be identified as a "no-show" student by the faculty member and potentially dropped from a course. Being dropped as a no-show student can have significant negative consequences to my financial aid or veterans benefits (*if applicable*). I understand that if I am dropped for non-attendance and have not attended the class I will not be permitted back into the course after the drop (census) date without approval from the Instructor, Dean of Instruction, Executive Director of Enrollment services and the V.P. of Administration Services (when applicable). Student must complete the appropriate Late Registration form.

If the faculty member identifies me as not attending or participating in the class prior to the drop/refund date, I will be dropped from the class and will not be held responsible for payment. I acknowledge that if I am **NOT** reported as a no-show, it is **MY** responsibility to contact the instructor prior to the end of the term in which I am currently registered for the class(es). Student must obtain written confirmation of nonattendance by completing this form and obtaining the signature from the Instructor. I understand that once I present the signed form confirming non-attendance before the last day of the term I am currently registered for the class(es) in, those particular class(es) will be dropped. If I paid for the class(es), I will receive a full refund.

I acknowledge that any balance due on my student account that has not been paid by the end of the term may be referred to an agent of the College for further collection action. Collection action will result in responsibility for additional costs including collection agency fees, legal costs, interest, or other charges. I further understand that I will not be able to register for additional courses within the Colorado Community College System, receive a transcript, or graduate if my account is past due. Any delinquency will be reported to national credit bureaus and my Colorado state tax refund may be used to pay all or a portion of my past due bill.

By signing this form, I acknowledge that changes in my educational program by adding, dropping, or withdrawing from courses may change the amount due on my student account. I understand and acknowledge that I am responsible for all tuition and fees charged to my student account. If I have applied for and I am not awarded financial aid or decline it after the published census (drop) date, I am still responsible for full payment of all tuition and fees. **I understand that I will not be dropped from a class for missing payment deadlines.**

Revised 8/28/2015

Student Signature: _____

Date: _____

Processed by: _____	For Office Use Only	Date: _____
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**Upon completion this form must be submitted to Admissions for verification of nonattendance.
Once nonattendance is verified, completed form and documentation will be forwarded to Student Records for processing.**



INSTRUCTIONS FOR COMPLETING THE DROP FOR NON-ATTENDANCE FORM

1. Student is to complete the entire form including the course information. Course information can be obtained from the corresponding schedule which is available at the Lakewood and Arvada campus or online at www.rccc.edu
2. Student must take the form to the Instructor for their signature. If it is necessary, the may go to the Instructional Services department to obtain information on how to locate the instructor.
3. Student must complete the form, obtain the Instructor's signature, and return the form BEFORE the end of the term in which the class they did not attend was scheduled to meet.

What is considered Attendance?

According to the U.S. Department of Education: "Determination/documentation of attendance must be made by the school. A student's self-certification of attendance is not acceptable unless it is supported by school documentation."

Attendance must be "academic attendance" or "attendance in an academically-related activity."

On campus examples include:

- Physical class attendance where there is any opportunity for direct interaction between instructor and student
- Submission of an academic assignment, paper, or project
- Taking an exam, an interactive tutorial, or computer-assisted instruction
- Attending a study group that is assigned by the institution
- Initiation of contact with instructor to ask a question about academic subject

Online examples include:

- Submission of an academic assignment
- Taking an exam, an interactive tutorial, or computer-assisted instruction
- Attending a study group that is assigned by the institution
- Participation in on-line discussion about academic matters
- Initiation of contact with instructor to ask question about academic subject

Note: Logging into an online course is not considered academic attendance unless the student also actively participates in a course activity described above.