



Red Rocks Community College

Enrollment Services Operational Guidelines

Title: Drop for Non-Attendance

Effective: 7/1/13 **Approved:** 1/18/14 **Revised:** 12/17/13

Reference: <http://www.rrcc.edu/studentlife/pdfs/StudentHandbook.pdf>
<http://www.gpo.gov/fdsys/pkg/CFR-2011-title34-vol3/pdf/CFR-2011-title34-vol3-sec668-22.pdf>

Purpose: To define guidelines governing drops for student non-attendance.

Scope: Applies to all faculty and students.

Attachment: Late Registration After Census (Drop) Deadline form

Drop for Non-Attendance

Red Rocks Community College's receipt of College Opportunity Fund (COF) funding is based on enrolled students who **attend** classes. Delayed reporting of student status, i.e. non-attendance, can result in the requirement of returning funds to the Federal and/or State financial aid programs. If students are not reported and dropped appropriately for non-attendance, they may receive financial aid to which they are not entitled, and those students will be responsible for repayment of those funds either to RRCC or the US Department of Education.

For on-campus classes, non-attendance generally amounts to not being in physical attendance. For online classes, non-attendance is non-engagement in any academic activity. The time span during which students must attend differs depending on the semester and part of the semester (e.g., much shorter time spans to report for late start classes).

RRCC defines a non-attending student as a "No Show."

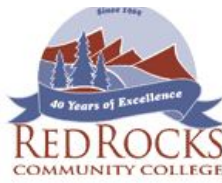
- Attendance must be "academic attendance" or "attendance in an academically-related activity."

On campus examples include:

- Physical class attendance where there is an 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



- Logging on to an online course is not considered academic attendance unless the student also actively participates in a course activity described above.
- 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 College documentation.
- Students must establish attendance as defined above prior to the published Census (drop) date as follows:

Deadlines for Reporting Students as No-Show

15 Week Courses	Published Census (drop) date
One day, 1 weekend, 1 week, and 2 week courses	Immediately after the 1 st (or only) class period
1 weekend, 1 st and 2 nd week sessions	By the end of the 2 nd class period

- Students reported by faculty as not attending according to the description listed above will automatically be dropped from the course(s).
- Students requesting re-enrollment in a class for which they were registered, but were **dropped for non-attendance**, need to apply for late registration. This type of late registration requires a detailed explanation from the student, along with the signatures of the Dean of Instruction and the Vice President of Administrative Services. (Please see guideline titled *Registration After Census Date* for further information).
- Students who have been dropped for non-attendance in error after establishing attendance in a class will need to obtain the instructor’s signature in the top section of the Late Registration After Census (Drop) Deadline form in order to be re-enrolled in the class.
- Students enrolled in CCCS Online courses must complete the re-enrollment request form at <https://at.cconline.org/student/re-enrollment/>. Students who have submitted this form will be sent either an approval or denial from CCCOnline Student Services, via email correspondence, usually within 24 hours (during the business week) of submitting their request. **Please note:** After census date (last date to drop), students will be re-enrolled only with the permission of their home college.