

Title: Attendance Reporting	Number: 4.5	Page 1 of 1
	Related Procedure? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Legal Citation (if Applicable)	Board Approval/Revision: 26 March 2014	

Students are expected to attend all classes. Faculty members are authorized to drop students for excessive absences. However, it cannot be assumed by students that a Faculty member will drop students from a course for this reason. The actual number of absences necessary for a Faculty member to consider dropping a student varies by course and instructor.

Colorado Mountain College (CMC) Faculty want students to be successful in reaching their educational goals. This success starts with class attendance. For credit courses, Faculty must report “Never Attended” (no-shows).

A no-show for a face-to-face or Interactive Video System (IVS) class is defined as a lack of “attendance,” where attendance is defined as one or more of the following:

- Physical class attendance where there is direct interaction between student and instructor
- Submission of an academic assignment
- Examination, an interactive tutorial, or computer-assisted instruction
- Study group assigned by the course instructor
- Participation in on-line discussion about academic matters
- Documented initiation of contact with instructor to ask a question/questions about academic subject.

A no-show for an online class or hybrid class is a student who has not both:

- Logged into the class; and
- Completed the introductory assignment(s).

“Never Attended” (No-show) Reporting

If the student has not “attended” per the language above, he or she shall be reported as “Never Attended” (No-show).

“Never Attended” (No-show) Reporting and Financial Aid

The Registrar’s Office will drop only the “Never Attended” (No-show) students from a course in the case of students who have a Financial Aid Award. If the student does not have a Financial Aid Award, he or she will not be dropped by the Registrar’s Office. Students without a Financial Aid Award will either have to formally withdraw from a course themselves or receive a grade.

If a student is dropped from a course (or courses) for non-attendance, the resultant loss in credit hours may cause a reduction and/or a cancellation of his or her Financial Aid Award.

Like class reinstatement, Financial Aid Awards can only be reinstated with extreme extenuating circumstances that are documented. Reinstatement in a class or in multiple classes does not guarantee financial aid reinstatement.