



**REQUIRED DROP DUE TO NON-ATTENDANCE
PRIOR TO OFFICIAL 14TH (7TH) CLASS DAY & FN GRADES**

By Official 14th (7th) Class Day

By the official 14th class day (7th class day for summer session or atypical session), all instructors are required to drop any student who has never attended the class or participated in an online course.

Students who have been dropped for non-attendance by the 14th class day (7th class day for summer session or atypical session) or who have dropped courses themselves may request reinstatement into a dropped class through the Reinstatement Procedures as outlined in the current *College Catalog*.

Rationale: If a student who has never attended class or participated in an online course by the official 14th class day (7th class day for summer session or atypical session) is not dropped for non-attendance, the student must be reported as attending and federal financial aid may be disbursed to the non-attending student. The disbursement of federal financial aid funds creates an institutional responsibility to collect the unauthorized funds from the student, which in turn may result in the College's inability to collect the funds and to incur financial losses and related federal fines.

'FN' as Midterm Grade

At midterm, all instructors are *required* to assign an FN grade to each student for whom the instructor identifies as not meeting the requirements for sufficient participation at midterm to be successful in the course. The FN does not mean an earned failure grade; the FN means the instructor is unable to determine an earned grade. No date is included with the FN grade; the midterm date serves as the date of last attendance.

- If a student receives FNs in ALL enrolled classes at midterm, the student will be unofficially withdrawn from the College by the College Registrar. Students who are unofficially withdrawn from the College due to ALL FNs at midterm may request reinstatement through the Reinstatement Procedures as outlined in the current *College Catalog*.
- If a student does NOT receive ALL FNs at midterm, he or she remains enrolled in the classes (not dropped), but each FN received designates the student as no longer actively participating in the class. A student with an FN in a class at midterm (not dropped) may return to the class; however, the instructor is not required to provide makeup provisions for missed coursework.

'FN' as Final Grade

At final grading, instructors *may* choose to issue an FN as a final grade to a student for whom the instructor (1) identifies as not meeting the requirements for sufficient participation since midterm to be successful in the course and (2) is unable to assign an earned grade. With the FN final grade, the instructor must include the date of the last academic activity in which the student participated since midterm. If the student did not participate in any academic activity since midterm, the faculty member must default to the midterm date.

Cancellation:

Academic Procedures- Required Drop Due to Non-Attendance Prior to Official 14th (7th) Class Day,
dated September 12, 2013

Policy Review:

Ad Hoc Committee on Attendance Policy Review 10/17/14
Scholarships and Student Financial Assistance Committee 10/21/14
Academic Affairs Council 11/6/14

Procedural Update as per Dept. of Education Requirements

Approval - Vice Chancellor for Academic Affairs 12/1/16