



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

### ***By Official 14<sup>th</sup> (7<sup>th</sup>) Class Day***

*By the official 14<sup>th</sup> class day (7<sup>th</sup> 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 14<sup>th</sup> class day (7<sup>th</sup> 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 14<sup>th</sup> class day (7<sup>th</sup> 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. With the FN Midterm Grade, the instructor must include the date of the last academic activity in which the student participated.*

### ***'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 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.*

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### ***Cancellation:***

Academic Procedures- Required Drop Due to Non-Attendance Prior to Official 14<sup>th</sup> (7<sup>th</sup>) Class Day,  
dated December 1, 2016

### ***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  
Approval – Vice Chancellor for Academic and Student Affairs 2/12/2021