



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

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

In accordance with the College's [Dropping Classes/ Withdrawing from College](#) policy, students may be dropped by the instructor of the class due to excessive absences throughout the semester or session. Instructors may drop students prior to the official 14th class day (7th class for summer session) if a reasonable amount of class time has been missed.

Prior to the 14th class day (7th for summer session), a student who has been dropped for excessive absences may request the instructor to add him/her back into the class. After the 14th class day (7th for summer session), a student who has been dropped for excessive absences or who has dropped classes themselves may request to be readmitted in accordance with the "Challenges of Drops Due to Excessive Absences" procedures in the College's [Academic Appeals Procedures](#) policy.

Policy Review:

Academic Affairs Council 9/12/13