# NO SHOW WITHDRAWAL

## Policy AP 704: No Show

The No Show policy applies to undergraduate-level courses. The No Show policy does not apply to course levels such as Basic Education, Continuing Education, and Non-Credit.

Students are responsible for officially dropping from classes they do not intend to begin. Any student not participating in the first day of an undergraduate level class will be administratively withdrawn from the class. A student who is reported as a no show (see definitions by modality located in the No Show Procedure) will be administratively withdrawn from the course receiving a grade of WN (withdrawal non-attendance).

Students who are reported as "no shows" will be processed as first day withdrawals according to WTCS guidelines. The College will adhere to all financial aid and Direct Loan guidelines as outlined in the Federal Student Aid Handbook and 34 CFR § 668.21 (https:// www.ecfr.gov/current/title-34/subtitle-B/chapter-VI/part-668/subpart-B/section-668.21). The College will also follow any applicable guidelines from the Department of Veterans Affairs (38 CFR 21.4203) (https:// www.ecfr.gov/current/title-38/chapter-I/part-21/subpart-D/subject-group-ECFRf512caa42cbfa1f/section-21.4203) and Wisconsin TCS 10.08 (https://docs.legis.wisconsin.gov/code/admin_code/tcs/10/08/).

The Department of Education requires accurate and timely reporting of students who have either never attended (no show) or the last date of attendance for those students who stop attending courses. This is a reporting requirement outlined in the regulations for awarding and disbursing federal financial aid and veteran's benefits. The following process provides for accurate and timely reporting of the required information.

## Procedure PR 704.01: No Show

1. When an individual student does not attend an initial class meeting (refer to Definitions by Modality), the instructor should submit the No Show form (https://dynamicforms.ngwebsolutions.com/casAuthentication.ashx?InstID=5f65ffa7-c2f2-4fc0-bcdb-59752c680ab8&targetURL=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%2fStart%2fce0ebf76-b6c8-4662-b50b-0941a1410e72).

2. Student Records processes the withdrawal.
   a. A student who is reported as a no show will be administratively withdrawn from the course receiving a grade of WN (withdrawal non-attendance) with a registration status of EN (no show). The grade of WN (withdrawal non-attendance) does not count in a student's grade point average (GPA) calculation.
   b. A student who is reported as a no show (refer to definitions by modality) will be administratively withdrawn from the course receiving a grade of WN (withdrawal non-attendance) and a registration status of EN (no show).
   c. Students who are reported as "no shows" will be processed as first day withdrawals according to WTCS guidelines. The College will adhere to all financial aid and Direct Loan guidelines as outlined in the Federal Student Aid Handbook and 34 CFR § 668.21 (https://www.ecfr.gov/current/title-34/subtitle-B/chapter-VI/part-668/subpart-B/

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   d. The student will be notified in writing that the withdrawal has been processed.

***No Show Definitions by Modality***

- **Lecture Courses:** A student who fails to attend the first class or contact the instructor during the first full week (seven calendar days) of classes.
- **Online Courses:** A student who fails to post on a discussion board, turn in an assignment, communicate with the instructor or perform an academically-related activity prior to the seventh calendar day of a semester. Note that logging into Canvas but not posting or participating does not constitute attendance according to the Department of Education.
- **Hybrid Courses:** A student who fails to attend the first class, contact the instructor or perform an academically-related activity (see No Show – Online Courses) prior to the seventh calendar day of a semester.
- **Self-Paced Courses:** A student who fails to complete the course orientation or submit at least one (1) assignment.