No Show Process

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. The no show process applies to undergraduate-level courses required to meet program requirements. The no show process does not apply to course levels such as Basic Education, Continuing Education, Non-Credit and Organizational Development.

Reporting a No Show

To report a student as a no show, send an email to noshow@morainepark.edu identifying the student’s name, student ID (N number) and course reference number (CRN). A student who is reported as a no show will be administratively withdrawn from the course receiving a grade of WN (withdrawal non-attendance) with a registration status of EN (no show). Students should be reported as a no show at the point that they have missed too many class sessions/assignments to complete the course as scheduled, however prior to the 13th calendar day of the academic term. Once a student is reported as a no show the decision is irreversible.

If a class starts in the middle of a term the instructor should report a no show as soon as possible based on the same direction provided in the preceding paragraph.

The grade of WN (withdrawal non-attendance) does not count in a student’s grade point average (GPA) calculation. The administrative withdrawal does not result in a refund to the student; however, if the student contacts the school to withdraw prior to the end of the refund period the student will receive the appropriate refund based on the date of withdrawal by the student.

Definitions

- No Show
  - Lecture Courses: A student who fails to attend at least one (1) class or contact the instructor during the first full week 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 13th calendar day of a semester. Note that logging into eCollege but not posting or participating does not constitute attendance according to the Department of Education.

- Hybrid Courses: A student who fails to attend at least one (1) class, contact the instructor or perform an academically-related activity (see ‘No Show – Online Courses) prior to the 13th calendar day of a semester.

- Self-Paced Courses: A student who fails to complete the course orientation or submit at least one (1) assignment.