TITLE: **NEVER ATTENDED STUDENT POLICY**

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: **September 5, 2024;** June18, 2019, August 29, 2017; December 18, 2012; October 29, 2024

Students who have not attended at least one class meeting or in an online class or demonstrated engagement in academically related activities, by the census date of the course (the day that attendance verification is completed) will be administratively dropped from the course by the Registrar’s Office and removed from the official roster. The class will not appear on the student’s transcript.

Students requesting to be re-registered to remain in the class will need written permission from the instructor. The instructor’s written permission will be sent to the Registrar’s Office for reinstatement in the class. Student appeals of instructor decision for reinstatement may be submitted to the Registrar’s Office and will be reviewed for final decision by the Vice President of Academic Affairs and the Vice President of Enrollment Management & Student Affairs.

Students removed from a class in accordance with this policy will be charged 25% of tuition and fees for any credits outside the full-time tuition rate. Virtual Textbook Fees and Course Fees are non-refundable and will be the responsibility of the student.