

No Show Notation

I. Policy Section

8.0 Students

II. Policy Subsection

8.19 No Show Notation

III. Policy Statement

The NS (No Show) notation is used to identify students who *never attended* class. Students who register for a class, but do not attend any class sessions and do not officially drop or withdraw from the class, will receive a notation of NS.

The NS notation should be made for students enrolled in online and hybrid classes if the student does not “actively participate” as defined by the faculty member. The Department of Education has clarified that simply logging into an online class without active participation does not qualify as academic attendance.

NS notation will not be used in calculating the grade point average but may affect student military benefits. NS notation will be used in determining if the student is meeting the terms of the Financial Aid Satisfactory Academic Progress Policy.

NS notations are final and students are not allowed to enter Class after NS has been issued.

IV. Reason for the Policy

To give clear direction to students and all College staff regarding the assignment of NS notations and to comply with federal student aid and veteran regulations.

V. Entities Affected by this Policy

Students, faculty and staff

VI. Who Should Read this Policy

All students, faculty and staff

VII. Related Documents

Catalog, grading guidelines, student handbook, web and other instructional materials.

VIII. Contacts

Registrar

IX. Definitions

NS notation indicates the student never attended an in-person class or did not actively participate in an online/hybrid class.

X. Procedures

Faculty must record NS notations in the Online Faculty Center:
The Registrar's Office will provide a date by which NS designations must be entered each semester. This date will coincide with the semester financial aid census date required to comply with federal regulation.

Faculty need to define “active participation” for their online/hybrid classes and include this information in their syllabus. The Department of Education has clarified that simply logging into an online class without active participation does not qualify as academic attendance. An NS notation entered erroneously can only be removed by the faculty member by sending an email from a GRCC email account to registrar@grcc.edu.

XI. Forms

XII. Effective Date

Immediately

XIII. Policy History

New Policy

XIV. Next Review/Revision Date

Procedure Language Revised-December 2011
April, 2013