FLETCHER TECHNICAL COMMUNITY COLLEGE
Policy #1.502

Show/No Show Policy

Authority:	Registrar's Office	Effective Date:	02/20/2018
	Enrollment Services	Last Revision:	03/09/2020
	Academic Affairs		

PURPOSE:

The purpose of the following policy is to establish guidelines for faculty submission of show/no show data into Banner

POLICY STATEMENT:

Fletcher Technical Community College defines a No-Show student as a one who has completed all of necessary requirements for registration in the College but has not attended a face-to-face class at least one time or completed at least one academically-related activity in a hybrid or online class by
- The official 10th class day of a full-semester; or
- The official 5th day of a mini session or summer session.

For guidance, see the section below entitled "Attendance and Academically-Related Activity."

All courses reported by the instructor as a "No show" will be removed from the student's schedule. The Registrar's Office updates the student's records based on the instructor's reports. Students who are reported as no-shows in all courses within a specific part of term will have their classes drop/deleted for the respective part of term.

Determining Attendance and Academically-Related Activity
Attendance and/or an academically-related activity includes but is not limited to:
- Physically attending a class where there is an opportunity for direct interaction between the instructor and students;
- Submitting an academic assignment;
- Taking an exam, quiz, an interactive tutorial, or computer-assisted instruction;
- Attending a study group assigned by the school
- Participating in an online discussion board about academic matters and/or self-introduction to the class; and
- Initiating contact with a faculty member regarding extenuating circumstances for non-participation

The definition of academic attendance and academically-related activity does not include activities where a student may be present on-campus but not academically engaged, such as:

- Logging into an online class without active participation; or
- Participating in academic counseling or advising
- Participating in a student-organized study group
- Initiating contact with a faculty member to ask a question about the academic subject matter or resources of the course.

Distribution: Distributed Electronically via College's Internet.

APPROVAL:

Reviewing Council/Entity	Approval Date
Policies and Procedures	03/09/2020
College Council	04/20/2020
Executive Cabinet	04/21/2020