

## **No Show and Withdrawal Roster Procedure**

Per VCCS and RCC policy, faculty are required to drop no-show students and withdraw students who have missed 20 percent or more of a class.

Procedure: Faculty will print a copy of their class rosters from the online Student Information System (SIS) and circle the students that need to be (1) dropped as a no-show or (2) withdrawn as a result of missing 20 percent or more of the class. For withdrawals, please list the last date of attendance for the student. Faculty will send both the No-Show and Withdrawal rosters to the Admissions and Records Office (A&R) on either campus; please note that these rosters are due at different times as described below.

Rosters may be emailed to A&R **from your RCC email account** as long as you can scan the roster and circle the students that need to be dropped or withdrawn. Rosters may also be faxed to A&R at 804-758-6830 (Glenns) or 804-333-6836/0106 (Warsaw). **Faculty are required to sign and date faxed rosters.**

### **When to Drop Students?**

Rosters must be submitted to A&R on the last day to drop for the session. For session drop dates please refer to the semester calendar on the online schedule webpage at <http://www.rappahannock.edu/schedule>. It is imperative that rosters be submitted on time as these students are eligible for refunds and need to be dropped prior to the refund process being completed. An email reminder will be sent to faculty with the no-show dates for each session.

***What is the Policy?*** Students who are registered for a course but do not attend or make contact with the instructor during the add/drop period will be dropped from the class without notification. **Note: This policy IS NOT to be used for students who are behind in coursework.**

While the policy states that students will be dropped from the class without notification, it has been the practice of RCC to require that instructors attempt to contact students prior to requesting that students be dropped. Instructors may consider student requests to be retained in class and should **document** when a student is retained in class at his or her request.

### **When to Withdraw Students?**

Rosters must be submitted to A&R on the last day of the withdrawal period for the session. For session withdrawal dates please refer to the semester calendar on the online schedule webpage at <http://www.rappahannock.edu/schedule>. Please be sure to submit these rosters on time. An email reminder will be sent to faculty with the withdrawal dates for each session.

***What is the policy?*** Withdrawal (no refund): Any student who stops attending class or participating in an online class and has missed 20 percent or more of total instructional time through the published withdraw deadline for the session will be withdrawn by the instructor. Instructors may consider student requests to be retained in the class and should document when a student is retained in the class at his or her request.

While the policy states that students will be dropped from the class without notification, it has been the practice of RCC to require that instructors attempt to contact students prior to requesting that students be withdrawn from class. Instructors may consider student requests to be retained in class and should **document** when a student is retained in class at his or her request.