

Non-Attendance Policy

Non-Attendance for 16 Week Semester (traditional, on-line, or hybrid classes)

Federal financial aid may only be paid for classes in which a student begins attendance. Therefore, the “Began Attendance” report was prepared for faculty to indicate a student did not attend for a traditional classroom or sign-in for an online class during the first 14 days of the term.

On the 15th day of the semester, for financial aid purposes, attended/registered hours are locked for the term based on the non-attendance report (NW grade). Financial aid is awarded and disbursed for a student on the hours that are documented on the student’s academic record as registered and attending as of the 15th day. If a student is shown as not attending by a “NW” grade, the course remains as registered and all charges still apply as the student did not drop or withdraw by the published drop date.

Financial aid will not be adjusted to reflect class hours if a student begins attending or signs-in a class after the first 14 days.

Financial aid may be adjusted after the 15th day non-attendance report if the faculty member indicates through official notification to the Registrar an error was made and the student did attend/sign-in within the first 14 days of the term. It is the faculty member’s decision (based on academic policy) what constitutes attendance/sign-in within the time period. The notification of attendance must be received within the first 30 days of term for financial aid to be adjusted.

A student may appeal the financial aid decision to not adjust financial aid by providing proof of the extenuating circumstance that prevented attending or sign-in during the first two weeks and proof of attendance/sign-in during the first 14 days of term. Proof of attendance or communication with professor may consist of:

- Letter of appeal with a time line showing dates of notifications to faculty members and/or administration with a description of the difficulties or issues (a who, what, when, and where);
- Letter of appeal with email correspondence dated within the first 14 days to administration or faculty indicating an issue or a problem that prevented attendance or sign-in; or
- Letter of appeal with other correspondence reflecting attendance or attempts to begin the class.

The written appeal and all documentation must be submitted to the Director of Financial aid for review within the first 45 days of term. The Director’s decision is final.

Non-Attendance for Accelerated Sessions (summer, modules, etc)
(traditional, on-line, or hybrid classes)

Federal financial aid may only be paid for classes in which a student begins attendance. Therefore, the “Began Attendance” report was prepared for faculty to indicate a student did not attend for a traditional classroom or sign-in for an online class during the first 5 days of an accelerated session.

On the 6th day of the accelerated session, for financial aid purposes, attended/registered hours are locked for the session based on the non-attendance report (NW grade). Financial aid is awarded and disbursed for a student on the hours that are documented on the student’s academic record as registered and attending as of the 6th day. If a student is shown as not attending by a “NW” grade, the course remains as registered and all charges still apply as the student did not drop or withdraw by the published drop date.

Financial aid will not be adjusted to reflect class hours if a student begins attending or signs-in a class after the first 5 days.

Financial aid may be adjusted after the 6th day non-attendance report if the faculty member indicates through official notification to the Registrar an error was made and the student did attend/sign-in within the first 5 days of the term. It is the faculty member’s decision (based on academic policy) what constitutes attendance/sign-in within the time period. The notification of attendance must be received within the first 15 days of session for financial aid to be adjusted.

A student may appeal the financial aid decision to not adjust financial aid by providing proof of the extenuating circumstance that prevented attending or sign-in and/or by providing proof of attendance/sign-in during the first 5 days of term. Proof may consist of:

- Letter of appeal with a time line showing dates of notifications to faculty members and/or administration with a description of the difficulties or issues (a who, what, when, and where);
- Letter of appeal with email correspondence dated within the first 5 days to administration or faculty indicating an issue or a problem that prevented attendance or sign-in; or
- Letter of appeal with other correspondence reflecting attendance or attempts to begin the class.

The written appeal and all documentation must be submitted to the Director of Financial aid for review within the first 20 days of the session. The Director’s decision is final.