

# Attendance

## No Show Policy and Process

A no show constitutes a 100% refund to the student.

### Fall & Spring Session

- A student is a no show if he/she does not attend class for the first two weeks of the Fall or Spring semester.
- A student attends but his/her LDA (last date of attendance) falls within the first two weeks of the Fall or Spring semester.

### Traditional Late Start Session

- A student is a no show if he/she does not attend class the first two days.
- A student attends but his/her LDA (last date of attendance) falls within the first two days.

### Summer Sessions

#### *Summer Interim Session*

- A student is a no show if he/she does not attend class the first two days.
- A student attends but his/her LDA (last date of attendance) falls within the first two days.

#### *Summer I and II Sessions*

- A student is a no show if he/she does not attend class the first two days.
- A student attends but his/her LDA (last date of attendance) falls within the first two days.

### eLearning Regular and Condensed (Late Start) Sessions

- Consult the policies distributed by the eLearning Coordinator

## Cut-Outs

- 4 cuts allowed in a class that meets twice a week
- 2 cuts for a class that meets once a week.
- Traditional condensed (late start session) cuts should not exceed 2.
- Regular summer school session cuts should not exceed 2.
- Summer interim session cuts should not exceed 1.
- eLearning session cuts should not exceed missing more than two attendance markers.

**Upon cutting out, the student will receive an F unless they complete the withdrawal form after the announced 60% date.**

## Class Withdrawal Information

- Academic Instruction will provide 60% withdrawal dates to the divisions
- A student may not withdraw before the 60% date or after the announced final date for withdrawing
- If a student wishes to withdraw, the instructor should complete a withdrawal form with the student after the 60% date to receive a W (this is the student's responsibility!) If the form is not completed, the student should receive an F for cutting out of class. **See the separate handout indicating the withdrawal form.**

## School Withdrawal Information

Students wishing to officially withdraw from all classes at MDCC, should begin the process in the Student Success Center in the Boggs-Scroggins Student Services building.

1. The student will visit with an academic counselor in the Student Success Center where he/she will be issued a School Withdrawal form.
2. The student should obtain signatures from:
  - the **Library** (staff will check for any materials the student may have checked out and not returned)
  - the **Business Office** (staff will check for any fines the student may have incurred)
  - **Financial Aid** (staff will inform the student of the consequences resulting from a total withdrawal from MDCC)
3. The student will sign the completed form verifying his/her complete understanding of the consequences which may result from a total withdrawal from MDCC. The student should then bring the signed form and a copy of his/her current class schedule back to the Student Success Center for completion. Staff will sign the form verifying that the withdrawal process is complete. An e-mail will be sent to the instructors informing them that the student has officially withdrawn from MDCC. Upon receipt of the e-mail, each instructor should enter the LDA for that student into Banner.

## eLearning Withdrawal Information

MDCC students may withdraw from an eLearning class by completing an online withdrawal form after the 60% date which will be published on the eLearning web page and on Canvas. The form may be found at [www.msdelta.edu](http://www.msdelta.edu), Quick Links, eLearning, Attendance/Withdrawal Information. Forms received prior to the 60% date WILL NOT BE PROCESSED.

## General Information

- Exact dates will be given for no shows each semester by Academic Instruction/Admissions
- Admissions and Records Office will send reminder emails with instructions for processing no shows
- No shows processed during the correct timeframe, in the current semester, can be processed by the instructor. The Change of Grade Form will not be necessary. Withdrawal forms are not necessary during the 100% refund period.

## Importance of Accurate Attendance Records

- Attendance must be processed daily for accurate records
- This process is critical to the accuracy of the student's account

## Offices Affected by Accurate Attendance Records

- **Admissions and Records**
  - Critical for the state audit which affects our state funding
- **Financial Aid**
  - Federal aid is based on the number of credit hours in which a student is enrolled
  - Critical for correct federal aid and refund balances
- **Business Office**
  - Accurate attendance is critical for correct student account balances
  - Students are checking their account balances via Banner Self Service
  - Students are receiving statements in the mail several times a semester
  - No shows as well as adding and dropping classes change the student's account balance
  - Amount of financial aid refunded to student is affected