

**Class Attendance and No Show Policies**

**Purpose:**

The purpose of this policy is to define Hawai'i Community College's expectations regarding class attendance. It applies to all credit classes.

**Background:**

In July 2020, the UH System Executive Policy 7.209, Student Participation Verification in Coursework, became effective and replaced the No Show policy previously contained in this policy, HAW 7.505. On February 26, 2021, Academic Senate approved this revision.

In October 2023, the Academic Senate's Educational Policy Committee (EPC) referred the No Show policy back to the Division of Student Affairs for review. The No Show policy is added back into this policy to provide instructors with a process to drop students during the first week of instruction and allow interested students to enroll in a closed class.

**Policies:**

1. Class Attendance Policy:

Regular and prompt class attendance is expected of all students. Students are responsible for informing instructor(s) of anticipated or unavoidable absences and to make up work missed as a result of absences.

Instructors set their own attendance policy and grading standards. It is the student's responsibility to be aware of the instructor's attendance standards and the consequences of non-attendance.

For students who have ceased to attend class and have not officially dropped the course, instructors must report participation via the Participation Verification process described in EP 7.209, and report the student's last date of attendance.

2. No Show Policy:

A student is responsible for attending class and communicating absences to their instructors. When the class is full or closed, the student may be dropped by the instructor. Part-of-term (modular) courses are excluded from the No Show Policy.

- Semester-length face-to-face, HITS, VidCon, Synchronous and off-site courses: After registering for a class, the student is expected to attend the first class session. If a student fails to meet this attendance requirement during the first week of the semester, they may be dropped by the instructor.
- Semester-length asynchronous online courses: Students registered in asynchronous online courses must communicate with their instructor by the end of the second day of the semester, or within 48 hours of registering for the class if it is added after the semester has begun.

The instructor will attempt to contact the missing student before initiating the No Show drop. The No Show drop is only actionable when the class is full or closed. Courses with sufficient seats can otherwise remove students via the Participation Verification process described in EP 7.209.

The deadline to submit the No Show form to the Hawai'i CC Admissions and Records Office is the Friday of the first week of instruction. Instructors are encouraged to submit the drop form as soon as appropriate to provide the best opportunity for the seat to be filled by another student.

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Susan S. Kazama  
Interim Chancellor

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Date