This policy is to provide a campus-wide mechanism to identify students at the beginning of the fall and spring semesters who have registered for classes but are not actually attending. Federal Department of Education regulation 34 CFR 668.21 requires that if a student does not begin attendance in a payment period, the institution must return all federal financial aid funds credited or disbursed to that student for which it is responsible. Such a return must be made “no later than 30 days after the date that the institution becomes aware that the student will not or has not begun attendance.”

This policy establishes a presumption that if students miss the first two classes of the semester without having made arrangements with their instructor, then they do not intend to remain in class. Such students will be administratively dropped for non-attendance. This will allow course seats to be made available for other students who wish to register, and will assist in identifying non-attending students so that financial aid can be returned to the Department of Education in a timely fashion.

**Faculty**
At the beginning of the fall and spring semesters, faculty will report to their department secretaries the names of any students registered in their classes who fail to attend both of the first two class meetings. Exceptions are permitted if students have contacted the faculty to make special arrangements.

**Departments**
Each department will collect the names, course numbers, and sections of all non-attending students and forward these to the Registrar’s Office in a timely fashion. The Registrar’s Office will administratively drop the students from those sections. Departments are responsible for ensuring that all course rosters have been reviewed.