**TITLE:** **NEVER ATTENDED STUDENT POLICY**

**DATE(S) OF POLICY AND POLICY REVISION APPROVALS**: June 18, 2019, August 29, 2017, December 18, 2012

Students who have not attended at least one class meeting or have not logged into online class by the census date of the course (the day by which attendance verification are completed) will be administratively dropped from the course by the Registrar’s Office and removed from the official roster with no history on their transcript. Only those students approved by the Vice President of Enrollment Management and Student Development or the Vice President for Academic Affairs will be eligible to remain in a class if they have not attended/logged on by the census date of the course. A student must drop the course before the first day of the semester in order to receive 100% tuition refund as per the College’s refund policy. Never Attended students will be charged 25% of their tuition for those credits that fall outside the full time tuition rate.