

# **CPTC Procedure: Attendance and Withdrawal**

## **Attendance / Withdrawals / Reinstatement**

Students are expected to be punctual and attend all classes for which they are registered. For purposes of federal Title IV financial aid, CPTC does not require attendance. Any attendance requirements for specific courses will be clearly stated in the course syllabus. The U.S. Department of Education requires institutions to be able to demonstrate that federal aid recipients establish eligibility for federal aid by participating in academic related activities for all enrolled course work. Participation includes completing activities such as submitting assignments, taking exams/quizzes, interactive tutorials, or computer-assisted instruction. Students enrolled in online courses are expected to participate in the online class by completing assignments, contributing to online discussions, and initiating contact with a faculty member. Logging into the online class does not establish student enrollment and participation in the course. Students must establish enrollment and course participation each semester before financial aid funds are disbursed. Student attendance will be monitored for the first five (5) business days of each term. Monitoring attendance beyond the fifth day is at the instructor's discretion.

To receive a 100% refund, the student must officially withdraw from their course(s) within the first five business days of the term. Students who withdraw from a course after the end of the fifth business day of the term shall receive a grade of 'W' and shall receive no refund of tuition and fees.

In instances where students are administratively dropped from the course(s) because of nonpayment, the student must contact their instructor to request reinstatement. Reinstatement is not guaranteed.

## **No Show Status**

Students are expected to attend all classes for which they are registered. Instructors will monitor attendance through the first five (5) business days of each academic term. Students who do not establish presence (attendance) in at least one class session will be reported as a No Show for the course and if applicable, tuition will be adjusted, and financial aid reduced accordingly.

## **Dual Enrollment**

Dual enrollment students need to contact their high school counselor in order to withdraw from a course. The high school counselor will be expected to contact a Coastal Pines Technical College Dual Enrollment Advisor to process the withdrawal. Active high school students will not be withdrawn without confirmation from their high school counselor.

## **Formal Official Withdrawal**

Students, who are not a dual enrollment student, who wish to officially withdraw from an individual course or withdraw from all courses may withdraw in several ways. They may withdraw by completing the Electronic Course Withdrawal Form, by emailing their instructor notifying them that they wish to withdraw from the course, or by completing a paper withdrawal form that includes their instructor's signature and submit it to the Registrar's Office.

Students who would like to officially withdraw from all courses are strongly encouraged to consult with their Academic Advisor and the Financial Aid Office prior to withdrawing. Withdrawing from a course may have a negative effect on their academic standing, satisfactory

academic progress status, financial aid awards, and student account balance. The student's official withdraw date will be the date the student initiates the withdrawal.

### Unofficial Withdrawal

Students who stop attending class but do not officially withdraw are considered to have unofficially withdrawn. All students who unofficially withdraw before the midpoint of the term will be assigned an unofficial withdrawal date identified as the 50% point of the term. Students with documented attendance beyond the midpoint of the term may be assigned a later withdrawal date.

Students who stop attending class, but do not formally withdraw, may receive a grade of F and could face financial aid repercussions in upcoming semesters. Unless otherwise specified in a program attendance procedure as required by the program accreditation/licensing agency, students will not be withdrawn by an instructor for attendance.

### Last Date of Activity Guidelines

The purpose of the last date of activity is to appropriately assess the financial liability for students and limit the financial liability for the College as well as the academic consequences for the student. The last date of activity will be documented by the instructor through an "academically related activity." An academically related activity is demonstrated through active participation (simply logging into an online class is not considered active participation).

Academically related activities include, but are not limited to the following:

- Physically attending a class where there is an opportunity for direct interaction between the instructor and students
- submitting a current academic assignment
- completing an exam, an interactive tutorial, or computer-assisted instruction
- participating in an online discussion within a course
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course.

Below are the courses that require attendance:

<b>Cosmetology</b>	EDUC 2008	EMSP 2120	MAST 1010
COSM 1000	EDUC 2110	EMSP 2130	MAST 1030
COSM 1010	EDUC 2120	EMSP 2140	MAST 1060
COSM 1020	EDUC 2130	EMSP 2310	MAST 1080
COSM 1030	EDUC 2210	EMSP 2320	MAST 1090
COSM 1040		EMSP 2330	MAST 1100
COSM 1050	<b>Paramedicine</b>	EMSP 2340	MAST 1110
COSM 1060	EMSP 1010	EMSP 2510	MAST 1120
COSM 1070	EMSP 1110	EMSP 2520	MAST 1170
COSM 1080	EMSP 1120	EMSP 2530	MAST 1180
COSM 1090	EMSP 1130	EMSP 2540	
COSM 1100	EMSP 1140	EMSP 2550	<b>Nurse Aide</b>
COSM 1110	EMSP 1150	EMSP 2560	NAST 1100
COSM 1115	EMSP 1160	EMSP 2570	NAST 2100
COSM 1120	EMSP 1510	EMSP 2710	
COSM 1125	EMSP 1520	EMSP 2720	<b>Neuromuscular</b>
<b>Education</b>	EMSP 1530		<b>Massage</b>
EDUC 2000	EMSP 1540	<b>Medical</b>	NEUT 1001
EDUC 2001	EMSP 2110	<b>Assisting</b>	NEUT 1005

NEUT 1010	PNSG 2230	RADT 1200	
NEUT 1020	PNSG 2240	RADT 2260	<b>A.S. Nursing</b>
NEUT 1030	PNSG 2250	RADT 2360	RNSG 2021
NEUT 1050	PNSG 2255		RNSG 2022
NEUT 1060	PNSG 2310	<b>Respiratory Care</b>	RNSG 2023
NEUT 1080	PNSG 2320	RESP 1110	RNSG 2024
NEUT 1081	PNSG 2330	RESP 1120	RNSG 2029
NEUT 1100	PNSG 2340	RESP 1130	RNSG 2031
NEUT 1110	PNSG 2410	RESP 1193	RNSG 2033
NEUT 1120	PNSG 2415	RESP 2090	
NEUT 1230		RESP 2100	<b>Surgical</b>
	<b>Radiologic</b>	RESP 2110	<b>Technology</b>
<b>Phlebotomy</b>	<b>Technology</b>	RESP 2120	SURG 1010
PHLT 1030	RADT 1010	RESP 2130	SURG 1020
PHLT 1050	RADT 1030	RESP 2140	SURG 1080
	RADT 1075	RESP 2150	SURG 1100
<b>Practical</b>	RADT 1320	RESP 2160	SURG 2030
<b>Nursing</b>	RADT 1060	RESP 2170	SURG 2040
PNSG 2010	RADT 1065	RESP 2180	SURG 2110
PNSG 2030	RADT 1085	RESP 2190	SURG 2120
PNSG 2035	RADT 1330	RESP 2200	SURG 2130
PNSG 2210	RADT 2090	RESP 2220	SURG 2140
PNSG 2220	RADT 2340	RESP 2270	SURG 2240

### **Responsibility**

The Vice President for Student Affairs has the overall responsibility of ensuring this procedure is implemented.

**Adopted:** June 14, 2022

**Revised:** November 16, 2022