

Policy Source: Gwinnett Tech/TCSG	Owner: Vice President of Academic Affairs	Effective: 1/1/2002
Division: Academic Affairs	Reviewed: 6/2005, 2/2010, 6/2011, 9/2015, 4/2019 Revised:	

#### **6.6.1 GT TCSG      No Shows**

Students who do not participate or attend in the first week of classes will be designated as “No Show” and will be removed from the class roster. Online students who do not participate during the first week of the semester will be dropped as a “No Show.” For hybrid courses that meet once per week, students must attend or participate online during the week to avoid “No Show” designation. When submitted as a “No Show,” the course will not appear on the student’s academic record and a 100% refund of applicable tuition and applicable refundable fees will be given. Financial aid students will be responsible for all charges related to any classes for which they are designated as “No Show.” Financial aid will not pay for “No-Show” classes. It is the student’s responsibility to confirm his/her registration status for each course during the registration and drop/add periods.

The responsibility to register for classes and drop those classes that are no longer desired to be taken resides solely with the student. Classes in which students no longer desire to participate should be dropped during registration or the drop/add period. The “No Show” process is the college’s administrative recordkeeping process and students should not attempt to use or rely on this process to ensure classes are removed from their schedules.