

***Mountwest Administrative Procedure***

**Drop for Non-Attendance**

This procedure sets forth the requirements for student to be administratively dropped from registered classes when they have been reported by faculty as never attending.

1. The Mountwest faculty is required to report attendance four times during the fall and spring semesters.
2. During the first reporting, any students who have not attended any of their registered classes (no shows) will be administratively dropped from their classes. Students who are reported for only attending partially will remain in courses at this time.
3. During the second reporting (30 days), any student who is reported for not attending a course will be administratively dropped from that course.
4. Faculty should submit a flag for students after the 30-day attendance report who stop attending. The student services advisors will reach out to the student to initiate a student withdraw from the course.
5. The Office of the Registrar is responsible to administratively drop students. No student should be dropped from any courses outside of these guidelines without approval from the Vice President of Student Services.