

26089

BOARD OF TRUSTEES OF COMMUNITY COLLEGES DISTRICT 508
County of Cook and State of Illinois

RESOLUTION

AMEND "NO-SHOW WITHDRAWAL" POLICY

WHEREAS, The Student Policy Manual contains a No-Show Withdrawal Policy (NSW/NS1);
and

WHEREAS, staff has determined that it is necessary to revise the current "No-Show
Withdrawal Policy" to include distance learning courses; and

WHEREAS, staff recommends the NSW/NS1 policy be amended to read as follows:

NSW/NS1 – No-Show Withdrawals

No refunds of tuition and/or fees will be issued for classes with no-show withdrawals (NSW or NS1's). Students will be held accountable for the payment of tuition and fees of NSW/NS1 courses. Federal financial aid cannot be used to cover the cost of NSW/NS1 classes. Students who do not attend at least two of the first three class sessions will be withdrawn from the class by the instructor and issued an NSW, or an NS1, if they only attend one of the first three class sessions. Students who do not attend the first class session of a course, which meets only once per week, will be considered a No-Show (NSW/NS1). *Students registered in distance learning courses who fail to log-on to the web site for their course at least two (2) times before the statistical reporting day of the term will be withdrawn from the class and issued an NSW. Students will be issued an NS1 if they log-on to the web site for their course only one (1) time before the statistical reporting day of the term.*

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby:

1. Adopts the revised No-Show Withdrawal policy as stated to include distance learning courses; and
2. Authorizes the Chancellor to publish and distribute the revised No-Show Withdrawal Policy to all students.

March 31, 2004