No Show FAQ

Automatic Withdrawal

Faculty will verify attendance of students registered in their courses by the end of the first week of each semester. Students who fail to attend class (“no show”) will be dropped from that class and will have their financial aid recalculated accordingly.

How do I report a “No Show”?

- Access the “Grade Entry” link on MyUH.
- Select the class
- Check the “No Show” box to identify a student as a “No Show”.

I reported a student as a “No Show”. Student is now attending my class.

- Access the “Grade Entry” link on MyUH.
- Select the class
- Uncheck the “No Show” box to de-identify a student as a “No Show”.

Record keeping?

- The institution is required to respond to inquiries from the United States Department of Education. As an instructor, you may be asked for documentation of a student’s non-attendance or last date of attendance for a period of up to three prior years.

What is an academically related activity?

- physically attending a class where there is an opportunity for direct interaction between the instructor and students;
- submitting an academic assignment;
- taking an exam, completing an interactive tutorial, or participating in computer-assisted instruction;
- attending a study group that is assigned by the school;
- participating in an online discussion about academic matters; and
- initiating contact with a faculty member to ask a question about the academic subject studied in the course.

What may not be considered an academically related activity?

- living in institutional housing;
- participating in the school’s meal plan;
- logging into an online class without active participation; or
- participating in academic counseling or advisement.