UH Manoa No Show Policy

Fall 2015 Implementation Update
December 11, 2015
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.
Design Concepts

The design of the process for the collection and processing of “no show” responses from instructional faculty focused on three key points:

• UH System Focus
• Ease of use
• Audit capability
Fall 2015 Implementation
Communication to Faculty

Prior to the first day of instruction, a notice was sent via email to all instructors assigned to a UHM course. Email included:

• How to identify a student as a no show
• How to remove the no show indicator for a student
• Record keeping requirements
• Link to an FAQ
No Show FAQ

• How do I report a “No Show”?
• I reported a student as a “No Show”. Student is now attending my class.
• Record keeping?
• What is an academically related activity?
• What may not be considered and academically related activity?
Fall 2015 Activity
Notification to Students

• 170 students were notified
• First student was notified on Sunday, August 30, at 8:22 am
• First response from a student was received on Sunday, August 30, at 9:11 am
• 50 students responded to the notification on Sunday, August 30
No Shows

• 189 course registrations were identified.
• 31 course registrations were dropped by the student via MyUH.
• 56 course registrations were processed as a no show.
• 102 course registrations were retained upon confirmation from the instructor.
• 174 unique students were identified by instructors.
• 2 students were a no show (all courses for Fall 2015 removed).
Drop Last Class Online or Complete Withdrawal

For financial aid recipients that either dropped their last class online or dropped/withdrew from all of their classes, the last date of attendance was verified.

- 70 students were identified.
- 10 students were verified as a no show.
- 60 students participated in at least one academically related event.
Spring 2016
Future Enhancements

• Provide access to current course status via MyUH and/or STAR.

• Develop and implement process for students who add a class after the no show reporting period has concluded.