

CPTC Procedure: Attendance and Withdrawal

Attendance / Withdrawals / Reinstatement

Students are expected to be punctual and attend all classes for which they are registered. For purposes of federal Title IV financial aid, CPTC does not require attendance. Any attendance requirements for specific courses will be clearly stated in the course syllabus. The U.S. Department of Education requires institutions to be able to demonstrate that federal aid recipients established eligibility for federal aid by participating in academic-related activities for all enrolled course work. Participation includes completing activities such as submitting assignments, taking exams/quizzes, interactive tutorials, or computer-assisted instruction. Students enrolled in online courses are expected to participate in the online class by completing assignments, contributing to online discussions, and initiating contact with a faculty member. Logging into the online class does not establish student enrollment and participation in the course. Students must establish enrollment and course participation each semester before financial aid funds are disbursed. Student attendance will be monitored for the first five (5) calendar days of each term. Monitoring attendance beyond the fifth day is at the instructor's discretion.

To receive a 100% refund, the student must officially withdraw from their course(s) within the first five calendar days of the term. Students can officially withdraw by completing the Electronic Course Withdrawal Form located on their Okta account, OR the STUDENT can email their instructor notifying them that they wish to withdraw from the course OR complete a paper withdrawal form located in admissions and have the instructor sign and submit the completed form to the Registrar's Office by the close of business on the fifth business day of the term.

Students who withdraw from a course after the end of the fifth business day of the term shall receive a grade of 'W' and shall receive no refund of tuition and fees.

In instances where students are administratively dropped from the course(s) because of nonpayment, the student must contact their instructor to request reinstatement. Reinstatement is not guaranteed.

No Show Status

Students are expected to attend all classes for which they are registered. Instructors will monitor attendance through the first five (5) calendar days of each academic term. Students who do not establish a presence (attendance) in at least one class session will be reported as a No Show for the course and if applicable, tuition will be adjusted, and financial aid reduced accordingly.

Dual Enrollment

Dual enrollment students need to contact their high school counselor in order to withdraw from a course. The high school counselor will be expected to contact a Coastal Pines Technical College Dual Enrollment Advisor to process the withdrawal. Active high school students will not be withdrawn without confirmation from their high school counselor.

Formal Official Withdrawal

Students who wish to officially withdraw from an individual course but remain enrolled in other courses must officially withdraw from the course by completing the Electronic Course Withdrawal Form located on the students' OKTA account OR emailing their instructor notifying them they wish to withdraw, OR complete the paper Course Withdrawal Form located in admission and have the instructor sign, and then submit to the Registrar's Office.

Students who would like to officially withdraw from all courses are strongly encouraged to consult with their Academic Advisor and the Financial Aid Office prior to withdrawing. Withdrawing from a course may have a negative effect on their academic standing, satisfactory academic progress status, financial aid awards, and student account balance. The student's official withdrawal date will be the date the student initiates the withdrawal. A student who wishes to withdraw from all courses must withdraw themselves either through BannerWeb OR by listing all the courses on the Course Withdrawal Form.

Unofficial Withdrawal

Students who stop attending class but do not officially withdraw are considered to have unofficially withdrawn.

All students who unofficially withdraw before the midpoint of the term will be assigned an unofficial withdrawal date identified as the 50% point of the term. Students with documented attendance beyond the midpoint of the term may be assigned a later withdrawal date.

Students who stop attending class, but do not formally withdraw, may receive a grade of F and could face financial aid repercussions in upcoming semesters. Unless otherwise specified in a program attendance procedure as required by the program accreditation/licensing agency, students will not be withdrawn by an instructor for attendance.

Last Date of Activity Guidelines

The purpose of the last date of activity is to appropriately assess the financial liability for students and limit the financial liability for the College as well as the academic consequences for the student. The last date of the activity will be documented by the instructor through an "academically related activity." An academically related activity is demonstrated through active participation (simply logging into an online class is not considered active participation).

Academically related activities include, but are not limited to the following:

- Physically attending a class where there is an opportunity for direct interaction between the instructor and students
- submitting a current academic assignment
- completing an exam, an interactive tutorial, or computer-assisted instruction
- participating in an online discussion within a course
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course.

[Courses that Require Attendance](#)