



NO-SHOW PROCEDURE

Procedure Type:	Academic	Initially Approved:	May 29, 2019
Procedure Sponsor:	President and CEO	Last Revised:	May 29, 2019
Administrative Responsibility:	Registrar's Office	Review Scheduled:	May 2024
Approver:	President and CEO		

A. INTENT

As per the Registration policy, the intent of this procedure is to maximize course enrollments, optimize student safety in the classroom, and ensure curriculum progression for those students who present themselves to the instructor in a timely manner.

B. SCOPE

This procedure is applicable to all Alberta University of the Arts undergraduate courses but will be primarily enacted in the following circumstances:

- Enrollment in all studio courses will require compliance with this procedure given the inherent safety instruction necessary for participation
- Oversubscribed courses with waitlists will require compliance with this procedure to ensure maximum optimization of course space

This procedure deals with instances in which students who, having registered and/or paid their fees in full, fail to attend their first classes without notifying the instructor of record.

De-registered or no-show status or cancellation of students' registrations in a course/program shall be applied when non-participation has been determined by the instructor.

The application of no-show status does not carry any academic penalty.

The application of the no-show procedure does not recuse students from their financial obligations to the College. Non-refundable fees that were incurred as a result of registration will remain on the student's financial account and any related holds will apply.

C. PROCEDURES

1. General Principles

- 1.1 No-show differs from drop and withdrawal. One difference is that no-show is actioned by the institution whereas drop and withdrawal are actioned by the student.
- 1.2 No-show occurs within the add/drop period. It is with this understanding that there is potential for circumstances to arise where a student who is de-registered for no-show could possibly re-register themselves in the same course before the add date.
- 1.3 Where a student's non-participation in a course or program is determined, the College reserves the right to cancel the student's enrollment in courses and programs and, when applicable, to allow other students to register.
- 1.4 Students have a responsibility to participate in the course or program in such a manner that the instructor(s) are informed that the students are active participants in the course. Students who do not confirm their participation with their instructor(s) will be subject to the provisions of this procedure.
- 1.5 This procedure is to ensure that due process for determination of non-participation is followed, to ensure safe studio practice, and to maximize opportunities for other students wanting to enter courses that are fully subscribed.
- 1.6 Programs: Students de-registered from all of their courses for no-show may lose their active status as an AUArts student. Should this occur in the first semester of admission, students may lose their admission and may have to reapply.
- 1.7 It is the students' accountability that de-registration may result in a shift from full time to part time status and potentially impact funding or visa status.

2. Procedure

- 2.1 To maintain registered status, the primary responsibility rests with students to make sure that their participation is known to the instructor at the beginning of the course.
 - a. Scheduled studio and non-studio courses: Students registered in scheduled studio and non-studio courses must either:
 - i. Appear during the scheduled class time and be identified by the instructor at the first or second class meeting of the semester, or
 - ii. Contact the instructor directly via email before end of the business day on the second class meeting time and arrange a mutually agreed upon plan to complete the necessary learning and safety instruction to continue on with the course.
 - b. Eligibility for refund upon de-registration:
 - i. De-registered students who are privately funded shall be eligible to request a refund of tuition, not including non-refundable fees, after the last day to add courses for the semester; and
 - ii. In the case of de-registered students who are publicly funded, the publicly-funded agency that has paid the fee for a de-registered student shall be eligible for a refund of tuition, not including non-refundable fees, if the funds are not re-allocated in support of another course.

2.2 To de-register a student, the instructor shall email registrar@auarts.ca, indicating the non-attendance and no contact.

2.3 Registrar's office staff will de-register the student and email them directly via their AUArts email account to let them know that this action has been taken.

2.4 When the de-registration happens within the add/drop period and there is still space available in the course, the student has the option of re-registering themselves and working with the instructor to determine feasibility to catch up on missed course work and safety lessons.

2.5 When a vacancy in the course/program is created by no-show and there is a waitlist, the next student on the wait-list shall be offered the seat.

D. RELATED POLICIES

- 100. Board of Governors: Code of Conduct Policy
- 1000. General Faculties Council: Registration Policy

E. RELATED LEGISLATION

- Post-Secondary Learning Act

F. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)