

ALL STUDENTS

ATTENDANCE AND PARTICIPATION

Student participation is an essential part of the instructional process. Students are expected to contribute to the learning environment of their courses and to fulfill their academic responsibilities through active participation in the learning process. Regular and punctual class attendance is required of all students in all courses. Class attendance policy is determined individually by faculty members and tracked on a weekly basis. Students should check each course syllabus to determine the specific participation standards for each course. Students who do not meet the attendance and participation standards may receive a lower grade and/or lose financial aid funding. Students are reminded that final grades are determined by performance of course requirements, including attendance and participation whether on campus or online. Faculty will record attendance for each class and keep attendance records for five years for financial aid purposes.

It is the student's responsibility to contact the faculty member when the student anticipates being absent or late for class. If the student arrives after the class has begun, it is the student's responsibility to inform the faculty member for the purpose of confirming attendance. The student is responsible for making up missed assignments when permitted by the faculty member. At the graduate level, if the assignment does not have a make-up option, the faculty member may allow the student to complete an alternative assignment. Receiving an alternative assignment should not be assumed and is at the sole discretion of the faculty member.

Solely logging into an online course does not demonstrate academic attendance and/or participation. "Attendance" in online courses or a week in a course where the student opts to attend online is determined by the student's participation in the course. Participation in online courses may include the following academic activities: initiating contact with a faculty member to ask a course related question, submitting an assignment, taking an exam, contributing to threaded discussions, or participating in a chat.

Given the learning environment of online courses, even in situations where a student is not "absent" in the traditional sense, it is the student's responsibility to contact the faculty member regarding situations that may prevent the student from fully participating as required. Students who stop participating and/or attending courses may be considered unofficially withdrawn and therefore subject to the Return to Title IV Calculation (R2T4). For more information, please review the Drop/Add, Withdrawal, and Unofficial Withdrawal policies.