

Online Courses

Policy Information

Issuing Office

Registrar's Office

Affected Parties

Students

Policy Language

Online students may register for courses online through ASIST. A student's enrollment period begins the first day of the sub-term, provided that the student is in good academic standing and has completed Financial Check-in. Students are encouraged to allow sufficient time to review their course materials before the beginning of the sub-term. See the University calendar for Sub-term dates.

Policy Rationale

To provide accurate and consistent definitions of course dates and completion standards.

Definition of Glossary Terms

None specified

Procedural Information

Procedures

For 8 week courses, the student has 8 weeks from the sub-term course activation date to complete the course. For 16 week courses, the student has 16 weeks from the sub-term course activation date to complete the course. Students are expected to submit tests and coursework throughout the term. At the end of the first week of each sub-term, courses are reviewed to determine if the student is attending in the course. If the student has not submitted an academic assignment (such as the Course Requirements Checklist, an examination, written paper or project, discussion board post, or other academic activity), the student will be dropped from the course. Students who wish to re-engage in the course are encouraged to contact Academic Advising to discuss their enrollment options.

Students who begin attending by submitting an academic assignment but eventually cease progressing toward the completion of the course will be assigned a grade of FN during the semester. If the student receives all FN's in a term, the student is subject to the Unofficial Withdrawal procedure which includes the reduction and/or return of all Financial Aid. Additionally, students receiving all F's in a term must appeal to Financial Aid to receive aid in their next term of enrollment. Students may drop a course for a full refund, prior to the beginning of the sub-term. Beginning on the first day of the sub-term, students who have attended may withdraw from a course for a grade of W.

Sanctions

None specified

Exceptions

None