

## Policy Information

### Issuing Office

Registrar's Office

### Affected Parties

Students

### Policy Language

A student has attended an online course if he/she has submitted an academic assignment (such as an examination, written paper or project, discussion board post, or other academic event) or has communicated with his/her professor regarding academic content or specific assignments within official course dates. Regular attendance in online courses is expected throughout the length of the term.

### Policy Rationale

To ensure that students understand the expectation set forth by the University for attending and participating in online classes.

### Definition of Glossary Terms

None specified

## Procedural Information

### Procedures

Students who do not attend within the first week of a sub-term by submitting a required academic assignment (such as the Course Requirements Checklist, an examination, written paper or project, discussion board post, or other academic event activity) 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.

The student alone assumes responsibility for course work missed from non-attendance. A student who presents the instructor with an adequate and documented reason for absence may be given an opportunity to make up the work missed.

### Sanctions

None specified

### Exceptions

None