

<b>SUBJECT:</b>	Attendance and Course Participation
<b>REVIEWED/REVISED:</b>	02/2016, 06/2022
<b>PURPOSE:</b>	The policy and corresponding procedure establish expectations and guidelines for students, faculty, and the College regarding class attendance and participation regardless of delivery method.
<b>POLICY OWNER:</b>	Vice President, Academic Affairs

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**POLICY:**

Students are expected to be prompt and attend all classes and clinical/practicum experiences in their entirety. Instructor expectations for attendance will be made available to the students in writing via the course syllabus. Extenuating circumstances will be dealt with on an individual basis.

**Online Course Participation Procedure**

Regular and substantive interaction between students and faculty in distance education programs is required by the US Department of Education. The faculty will address all non-attendance with the student and complete a Maxient incident report that will be sent to the Director of Advising and Financial Aid.

1. Students must demonstrate academic engagement in the course within 48 hours of the course start date. All courses begin Monday at 12:01 AM Central Standard Time, therefore the 48 hour period during which engagement must be initiated ends at 11:59 PM Tuesday Central Standard Time. For financial aid purposes, any engagement prior to the actual course start date will not be considered as demonstrated engagement.
2. Academic engagement must be demonstrated by logging into the course *and* completing one or more of the following academically related activities:
  - Attending a synchronous class where the student and instructor can interact
  - Submitting an academic assignment
  - Taking a quiz or exam
  - Participating in an interactive computer-assisted instruction
  - Interacting with the instructor regarding academic matters
  - Participating in a study group, group project or online discussion that is assigned by the instructor

The following cannot be counted as course activity:

- Logging into an online class or tutorial without further participation

- Downloading or viewing the syllabus
  - Reviewing course material
3. For courses that start the first day of the semester, students who feel they are unable to complete the course must drop the course in MyMethodist within the first five business days of the semester to be eligible for full tuition refund. If a course starts after the first day of the semester, an add/drop form will be required within the first five business days from when the course begins to be eligible for a full tuition refund. A course dropped within the first five days of the course beginning does not show on the student's academic transcript.
  4. Students who do not drop the course and do not demonstrate academic engagement within 48 hours still have an opportunity to remain in the course if they demonstrate academic engagement within the first week.
  5. Students who do not drop the course and do not demonstrate academic engagement within the first week their course starts may be administratively withdrawn from the course on the Friday of the first week. The student will be ineligible to receive financial aid for the course and the course will not be reflected on the student's academic transcript.
  6. Students who demonstrate academic engagement during the first 48 hours of the course and withdraw from the course after the first five days of the course beginning but before the last day to withdraw may receive a "W" for the course. After the last date to withdraw has passed the student will receive a grade of "W/F". Refer to the Academic Calendar and Tuition Refund policy on the web for specific dates.
  7. Students who demonstrate academic activity during the first 48 hours but later fail to participate in the course for 14 consecutive days may be considered to have withdrawn for financial aid purposes, though they may remain enrolled and still receive a grade of "F" for the course.
  8. Student eligibility for financial aid will be based on the above criteria. Financial aid recipients should review the Withdrawal Policies for Financial Aid Recipients, Treatment of Aid When a Student Withdraws, and the Financial Aid Satisfactory Academic Progress Policy for further information on the consequences of dropping/withdrawing from a course or failing to initiate or maintain academic engagement in a course.

NMC has adopted a procedure for online course participation & attendance (see above).

- Director of Advising will send an email to all online faculty by 9 a.m. Central Time Tuesday (after the start of the course) requesting faculty to submit a Maxient incident report form for students who have not been academically engaged in the course by 9 a.m. Central Time Wednesday (definition of active academic engagement above).
- The Director of Advising will forward the names to the students' academic advisor(s) and to the Director of Financial Aid.

The Financial Aid Office will review each student's financial aid eligibility and make any necessary changes as required by federal regulation, state guidelines and/or institutional policies.

### **On-Ground Course Participation Procedure**

The faculty will address all non-attendance with the student and complete a Maxient incident report that will be sent to the Director of Advising and Financial Aid.

1. For courses that start the first day of the semester, students who feel they are unable to complete the course must drop the course in MyMethodist within the first five business days of the semester to be eligible for full tuition refund. If a course starts after the first day of the semester, an add/drop form will be required within the first five business days from when the course begins to be eligible for a full tuition refund. A course dropped within the first five days of the course beginning does not show on the student's academic transcript.
2. Students who withdraw from the course after the first five days of the semester but before the last date to withdraw may receive a "W" for the course. After the last date to withdraw has passed the student will receive a grade of "W/F". Refer to the Academic Calendar and Tuition Refund policy on the web for specific dates.

Student eligibility for financial aid will be based on the above criteria. Financial aid recipients should review the Withdrawal Policies for Financial Aid Recipients, Treatment of Aid When a Student Withdraws, and the Financial Aid Satisfactory Academic Progress Policy for further information on the consequences of dropping/withdrawing from a course or failing to initiate or maintain academic engagement in a course.