

## **Online Attendance Policies for Students**

### **PARTICIPATION POLICIES**

Students' consistent and timely participation in the online classroom is an integral component of the opportunity and responsibility that attends membership in a community of Christian learning. As such, students should participate in all the scheduled class sessions and complete the assigned work (referred to as "academic events" below) each week in each of their courses.

### **PARTICIPATION in ONLINE COURSES**

In the online environment, participation is marked by the completion of an academic event within the given timeframe (typically Monday-Saturday in most online courses, defined herein as a "session"). Academic events include, but are not limited to, submission of a class assignment, participation in an online class discussion forum, or completion of a quiz or exam. Please note that simply contacting the instructor does not qualify as an academic event.

### **Non-Participation in First Session**

If no academic event is completed within the first week of a student's online course, the student's academic advisor will be notified and the student may be administratively withdrawn from the course. If so, the student will receive a refund in accordance with the tuition refund policy and the course will not appear on the student's transcript. If a student is enrolled in more than one course, an administrative withdrawal from one course for nonparticipation in the first week does not necessarily withdraw the student from other courses or from Geneva College. However, if a student is administratively withdrawn from a course(s) and has no other registered hours, they will be withdrawn from Geneva College at large. Full-time undergraduate students should communicate with Student Financial Services to discuss financial implications. Early College students should communicate with Crossroads to discuss financial implications.

### **Non-Participation after First Session**

Beyond the first session, if no academic event is completed for a class session, the student will be considered as having not participated in that week in that class. Each week of non-participation will result in zeros on the missed assignments. The student may talk to his or her instructor regarding options for turning in missed assignments and earning points back, but accepting late work is at the discretion of the instructor and may still involve a late penalty. If a student does not complete an academic event in two consecutive sessions where the second consecutive week of non-participation occurs during Weeks 3-6 of an eight-week course, the student's academic advisor will be notified and the student may be administratively withdrawn from the course with a grade of WP, WF, or WX. If a student does not complete an academic event in two consecutive sessions where the second consecutive week of nonparticipation occurs during Weeks 7-8 of an eight-week course, the student's academic advisor will be notified and the student may receive an F and may have to repeat the course. If

a student is enrolled in more than one course, an administrative withdrawal from one course for nonparticipation after the first session does not necessarily withdraw the student from other courses or from Geneva College. Full-time undergraduate students should communicate with Student Financial Services to discuss financial implications. Early College students should communicate with Crossroads to discuss financial implications. If a student anticipates a circumstance in which they will be unable to complete an academic event for a session, the student must notify the instructor prior to the session and make proper arrangements. Legitimate reasons for anticipated weeks of non-participation include medical emergency or surgery, military involvement, or work-related travel. The instructor may require written verification of the anticipated week of non-participation. Additionally, students may request an exemption from non-participation policies when dealing with issues related to natural disasters/emergencies, military service deployment, or a medical withdrawal.