



## **Global Attendance Policy**

To comply with U.S. Department of Education policies, online course attendance is measured by submissions of a required assignment within the beginning and ending dates of a given course. These types of assignments may include items such as, exams, quizzes, subjective papers or projects, discussion board posts, or any communication with the course professor regarding an academic matter. Such communication with a faculty member to ask a question about the academic subject studied in the course commonly includes questions about test answers, topics or research on papers, content covered in tests or quizzes, questions regarding further clarification on a discussion board assignment, or group project.

### Failure for Non-Attendance (FN)

Students who initially attend their courses, but then stop attending will be failed for nonattendance. Such students will be assigned a grade of FN, effective the last date of their active participation.

Non-attendance can be determined as follows:

- The student stops turning in assignments for their online course(s) for a period of 21 consecutive days.
- The student stops communicating with their professor(s) regarding the course(s) for a period of 21 consecutive days and does not request a withdrawal (W) before the 22nd day.

To allow for a full 21 days of 'non-attendance', an FN should be posted on the 22nd day. If a student submits an assignment on the 22nd day and before the faculty has time to submit the FN grade, the FN will still be posted.

### Appeals

When certain validated extenuating circumstances exist, students who receive a grade of "FN" may appeal to their professor to have the grade removed in order to allow a resumption of work in the course. As per federal regulations, the student must state intent to complete the course in writing.

Examples of Extenuating Circumstances include, but are not limited to:

- A military student deployed in another country that has no phone and internet access.
- A student that is hospitalized and unconscious
- A student who is placed in jail in solitary confinement.
- A student who loses all internet and phone access due to a natural disaster during the non-attendance period.