



Bethune-Cookman University

Distance Education Online Attendance Policy

STUDENT ATTENDANCE

Distance Education Attendance Policy

University policy requires that in order to earn credit in a course the student must be officially enrolled by the end of the second full week of the semester and attend at least 75% of all class meetings. Faculty members may establish additional attendance requirements as outlined in course syllabi.

Online students are subject to the same attendance policy and procedures as traditional students. However, participation must be defined in a different manner.

Student attendance in online courses is defined as active participation in the course as described in the individual course syllabus. Online courses will, at a minimum, have weekly mechanisms for student participation, which can be documented by any or all of the following methods:

- Discussion board postings
- Assignments/Exams/Quizzes
- Virtual classroom activities
- Blogs
- Chats
- Guest lecturers

For example, a three-credit course could document attendance by holding a virtual class for 1 hour during the week and additional assignments on 2 separate days during that same week. Another example would be, a virtual class could be held for 1 ½ hour during the week and an additional assignment on another day during that same week. These models would satisfy the requirements for 3 contact hours in a course for a 3 credit hour course. Academic advisement, individual consultations, and telephone interviews cannot be documented as class participation.

Students are expected to attend class each week. In order for the student to receive credit for the week, they must log in and complete the required virtual class and subsequent assignment(s). Documented attendance would include active participation of at least 2 instructional methods assigned for the week.

If a student fails to complete the required assignments during the week, they will be given an absence for that week. Students are allowed three unexcused absences per course. If possible, a student may contact the instructor in advance and make arrangements to complete the required assignments. Acceptance of late work is at the discretion of the instructor. If the student fails to meet the attendance requirements, the instructor will give them a warning.

Note: Students will be required to meet the attendance requirements beginning the second week of the course.

Any University-related activity necessitating an absence from class will not count as an unexcused absence when determining whether a student has attended the required class meetings.

Meeting the attendance requirements may not necessarily fulfill all course requirements. The student bears the responsibility for the effect, which absences may have upon class participation, announced and unannounced examinations, written assignments, reports, papers, and other means of evaluating performance in a course. At the same time, if a student's required participation in a University-sponsored activity causes a student to be absent from class, and if the student seeks to make arrangements prior to the absence to complete scheduled assignments, the professor is expected to work with the student to allow for the completion of class work and assignments.

Students are usually allowed to make up class work and/or tests missed because of serious illness, accident, or death in the family. Any request by the professor to verify the nature of an absence should be made to the student upon his or her return.

The online activity determines whether a student attended distance education classes for the week. A simply logging into Canvas eLearning course is not sufficient support for the attendance requirements.

The University's online attendance is documented through Canvas eLearning's Attendance feature. Online attendance is configured by the start date of class through the end date of class. The Canvas eLearning online attendance tool allows the professor to choose P (Present), A (Absent), L (Late), E (Excused) or U (Unexcused) for each of the students in the class.

I acknowledge that I have read and understand the Distance Education Online Attendance Policy.

Print Name

Signature

Date