

Orangeburg-Calhoun Technical College Statement of Policy

Title: Attendance Policy: Internet (on-Line) Courses

Number: 3.009

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Department of
Responsibility: Vice President for Academic Affairs

Authorization:

Area Commission Chairman

President

Date Approved: May 20, 2003

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Last Reviewed: _____

All Internet (On-Line) courses will have the following attendance statement in their course syllabus/outline:

Students are expected to engage in the online course at least one to two times per week. "Engagement" is defined as both signing in and completing assigned work. If a student signs into the course but does not complete any assigned work, the student will be in danger of being removed from the course. Record-keeping for attendance purposes will begin on the first day the class meets. Attendance for online courses is taken using Course Access in the Desire to Learn (D2L) Class Progress tool and by the student completing required work.

If a student must be out of the online course for a week or longer, it is the student's responsibility to notify the instructor as quickly as possible of the absence. Students are responsible for making up all work missed as a result of the absence, including examinations. If excessive absences are taken, the student may be administratively withdrawn with a grade of "W", "WP", or "WF" depending on the student's last date of attendance. Extenuating circumstances may be taken into consideration by the instructor.

Students who feel that they have been treated improperly regarding this policy may exercise the right to appeal through The Student Code and Grievance Procedure for South Carolina Technical Colleges.