

# POLICIES

## ATTENDANCE POLICY

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Learners are expected to attend all scheduled online and on-ground didactic and experiential learning activities, as applicable, and participate in all required graded learning activities and evaluations. Regardless of whether learners attended or missed a course session, they are responsible for meeting all learning outcomes and assignment submission deadlines. To matriculate into a course, learners must earn at least one (1) week of attendance during the add/drop period. Learners who do not earn at least one (1) week of attendance during the add/drop period will be automatically withdrawn from the course.

Learners are required to earn didactic attendance credit for a minimum of thirteen (13) academic weeks per semester and, if applicable, attend experiential learning activities, as described below, to earn academic credit in the course. The College reserves the right not to offer any accommodation to make up for absences. Therefore, learners with excessive absences may receive a failing grade and must pay for and repeat the course.

### Distance Learning

Distance attendance learning is monitored weekly using a variety of attendance capturing methods. In alignment with the U.S. Department of Education regulations, Nightingale College recognizes the following as acceptable evidence of online academic engagement and attendance:

- Attendance in a synchronous activity (class, lecture, recitation, or field/laboratory activity) where there is opportunity for interaction between the faculty and the learner.
- Learner submission of an academic assignment.
- Learner submission of an assessment or exam.
- Learner participation in an interactive tutorial, webinar, or other interactive computer-assisted instruction.
- Learner participation in a study group, group project, or an online discussion that is assigned by the institution.

Academic engagement and attendance in an online course do **not** include:

- Logging into an online course(s) without active participation.
- Participating in academic counseling or advisement with learner support or library services.
- Communicating with faculty or any other College personnel on matters unrelated to course content or learning outcomes.

Learners are expected to engage in online learning activities for a minimum number of hours as indicated in the course syllabus. Learners who do not participate in any academic activity for twelve (12) consecutive calendar days, excluding the College's official breaks and holidays, will be automatically withdrawn.