



# NGU Online

## Attendance Policy

The Department of Education definition of "attendance" as it applies to NGU Online is:

### Participation

- Participation in an online class is based on submission evidence in the course on a weekly basis. Participation in a specific online class includes:
  - Submitting an assignment.
  - Posting in a threaded discussion.
  - Completing a test or quiz.
  - Participating in a synchronous meeting (such as Collaborate, Google Hangouts, etc.)
- Presence at a course held on a campus (such as a blended course):
  - Attendance recorded on the day of class.
  - Student participation online (see definition above) in a blended course will count as attendance as well.
- Withdrawal policy: A student failing to participate for more than three (3) weeks will be withdrawn from the course.
  - After missing one week of timely work submission, a student receives an automatic notification of the first official absence.
  - After missing a second week of timely work submission, a student receives a withdrawal warning that also marks the second official absence.
  - After missing a third week of timely submission, a student receives a Withdraw with Passing Grade [WP] (when 75% of course work is completed) or Withdraw with Failing Grade [WF] (when less than 75% of course work is completed) on his/her transcript and is automatically dropped from the course with no refund.

### Course Scheduling

Students should contact their Advisor at least one month or more in advance of any Term to determine their schedule.

- Normal Term load is 2 courses (6 credit hours), which qualifies as full-time enrollment. This impacts financial aid eligibility.
- Students normally have an option to increase their load to 3 courses if they have maintained a 3.0 GPA or higher, and receive the Advisor's approval.



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- Students are encouraged to register for both Spring Terms 1 and 2 at the same time as well as Fall Terms 1 and 2 at the same time, since this affects the student's ability to qualify for financial aid.

### Late Assignment Policy

The *Late Assignment Policy* is established to provide a grace period for students who cannot submit their work in a timely manner due to unforeseen circumstances. This policy allows late submissions to receive partial credit on the following schedule\*:

- 1 day after the deadline a submission receives 5% deduction
- 2 days after the deadline a submission receives 10% deduction
- 3 days after the deadline a submission receives 15% deduction
- 4 days after the deadline a submission receives 20% deduction
- 5 days after the deadline a submission receives 25% deduction
- 6 days after the deadline a submission receives 30% deduction
- 1 week (7 days) after the deadline a submission receives "0" grade.
- No submissions made after the course end date will be accepted or graded.

Students should communicate with the Instructor(s) in the case of extenuating circumstances (such as hospitalization, childbirth, major accident, injury, or bereavement) in a timely manner. Only upon provision of applicable documentation and the Program Coordinator's approval when necessary, the Instructor(s) may use their discretion and adjust the late penalty.

\*The *Group Dialogue* Grading Rubric has the late submission penalty built-in. Due to its collaborative nature, this assignment will not be accepted for credit after the weekly deadline.