Online Attendance and Participation Polices - 2014

Online Attendance

Weekly attendance (logging in) is recorded each time a student logs into their online course in Moodle. It is mandatory that all students log into their online course(s) a minimum of twice a week. Students are strongly encouraged to log in as often as necessary to be successful and understand the subject thoroughly.

The academic week for online courses is **Monday at 12:00 am EST through Sunday 11:59pm (EST)** unless otherwise specified by the instructor. Progress towards satisfactory completion of weekly assignments is expected on a weekly basis. See the Participation Policy for more information. Students taking blended courses are subject to online attendance and participation policies as well as The College's attendance policies.

REMINDER:

- Work done in a lab or other outside environment will not count towards attendance.
- Assignments done in a week other than the one when the assignment is due will not count towards attendance for the previous week.
- Students who fail to attend a course and who do not officially withdraw or drop the course during the drop/add period will be subject to failing the course.

Participation Policy

Weekly participation is mandatory in all online courses. Participation demonstrates the completion of weekly assignments as defined by the faculty, based on course requirements and may include, but is not limited to:

1. Submitting an academic assignment.
2. Completing a quiz or exam.
3. Participating in a posted online academic discussion.
4. Reading and responding to at least two peer assignment submissions

REMINDER:

- Participation must be in the Moodle platform.
- The online course weeks run from Monday at 12:00am EST to Sunday at 11:59pm EST.
- Participation is expected within the week of the scheduled assignments or it will not count towards that assignment grade.
- A student’s failure to maintain active participation in an online course as defined in the course syllabus may result in reduced grades.

All courses have a portion of the grade related to the attendance and participation requirements. The syllabus for each course will outline these requirements to inform students what is considered meaningful participation. Each faculty may have his/her own policies regarding online course conduct, deadlines, due dates and punctuality, which may affect participation requirements and grading.
**Academic Integrity:**

When you are given access to your online course, you are expected to keep your username and password confidential and to never allow anyone else to log-in to your account. Sharing access or passwords is considered a breach of academic integrity and may result in your removal from your class. When you log-in, do so with the understanding and agreement to produce your own work, to complete course activities yourself, and to take course exams, tests or quizzes without the assistance of others.

Academic dishonesty, including the theft, destruction or defacement of the work of others and plagiarism, in daily work, studio projects, papers or examinations, is a violation of academic integrity. Examples of academic dishonesty include, but are not limited to: cheating, buying tests, taking a test for someone else and copying from another student’s test paper. Plagiarism is the act of using someone else’s work, words, or ideas and representing them as one’s own. Whenever a student takes an idea from a publication or the Internet or uses the exact words of another writer, the source must be specified and quotation marks appropriately used.

Allowing others to complete your course work or to take your quiz, test, and exams is considered cheating and could subject you to receiving an "F" for the course. In addition, this type of dishonesty can result in formal disciplinary action being taken against you by the college. Please take time to review the Student Code of Conduct in the Student Handbook. If you have questions about your work in an online course, be sure to ask your instructor.