Sample attendance policies from online classes

BUS110 – Richard Vaughan

from the syllabus:
You are required to attend the orientation session that is scheduled the week prior to classes beginning. If you do not attend the required orientation session, you will be dropped from the course as a "No Show."

You are required to log on weekly and review the week’s course material. Individual Assignments or Internet Assignments are due each week. Attendance will be taken based on your submitting assignments weekly. If you fail to submit an assignment when due, you will be marked absent for that week.

The instructor is authorized to drop any student exceeding absences of more than 15 percent of the scheduled 48 course hours.

and elsewhere on the course site:
I will check your attendance to the class by checking your postings and responses to assignments (remember to respond promptly and no later than Sunday midnight) to be accounted present for the week.

ENG232 – Tom Gould

Attendance Policy: The college has an 85% attendance requirement; there are no excused absences. Absences are counted from the first scheduled class meeting. A student who misses more than 15% (four classes) of the scheduled classes may receive an F or a W. Your attendance in this course is determined by your participation in the weekly Discussion Forums.

Class Discussion Forum: Class “periods” are scheduled to end at midnight on Monday and midnight on Thursday. Discussion Forum reading and response assignments for those particular class periods must be completed by those dates/times. You will be required to answer some specific questions about the individual reading assignments and respond to at least 3 of your classmates’ responses (though you may certainly respond to more). All responses, both to the questions and your classmates, must be detailed, developed, and stylistically/technically sound (after all, this is an English course). Your grade in this area will be determined by both the quantity and quality of your answers and responses. You should demonstrate a thoughtful consideration of both the readings and your classmates' responses. In addition, your course attendance is determined by your timely and regular contribution to the discussion forum. All reading assignments for the course are listed by date on the course syllabus, and the questions for each reading selection are listed in the Assignments section. Late posts to the Discussion Forum will be penalized.
**OPY121 – Ellen Stoner**

Absence / Late Submission Policy: State and Accrediting regulations require Community Colleges to track attendance. Attendance in this Internet-driven course is based on the timely submission of weekly assignments. Students will receive credit for ‘attending’ the class each time a weekly assignment is submitted. Some weekly lessons require the submission of one assignment, some require two. Each lesson will indicate when it is complete.

The student is responsible for pressing the 'submit' button each time he or she has completed an assignment. If the page indicating that the assignment has been submitted does not appear, then the assignment has not been submitted.

State regulations require that a student who misses 15% or more of a course be dropped from the course or receive some penalty. 15% of this course is 2.4 weekly assignments. Therefore, if more than two weeks assignments are not submitted on time the student will either be dropped from the course or given a one-grade penalty from the final grade for the course. Which of these will occur will be decided during a telephone conversation between the student and the Instructor. The final choice will be the Instructor's. If the student is allowed to continue after this discussion, but continues to submit assignments late, the student will be dropped from the course.

"Late" is defined as submitted after the due date in the assignment section of this course.

**CIS110 – Charlene West**

ATTENDANCE POLICY: You are required to log on and review the week's course material. Discussion topics will be posted in the discussion forum each week. Attendance will be taken based on your participation in the discussion forum. You should post a response to the weekly topic and you should respond to at least one of your classmates. You will receive 3.25 points for responding to the weekly topic, and you will receive 3 points a week for responding to a classmate. If you fail to post a response in the discussion forum for that week, you will marked absent for that week. The instructor is authorized to drop any student exceeding absences of more than 15 percent of the scheduled 64 course hours.

**LEX141 – Ken Hill**

Attendance: It isn't a party without you. Your attendance will be taken in the form of your participation in the Discussion Forums. A student will be considered to have attended class for the week if the student answers the discussion questions and responds to at least two classmates responses as well. Your participation in the discussion forums and attendance in this class is not only important to your success in this class, but also to the success of the entire class. This course is designed to be inter-active and student-centered.

Students who fail to participate in discussion forums in the manner described above for four or more discussion forums will be dropped from the class for reason of failing to attend the class.
Class meetings: You must participate in class activities as posted on the website (http://open.durhamtech.org/ehst/ehs111/) weekly or as announced via e-mail. Please do the following three things at least twice per week:
1. Check the class website for updates.
2. Check the class discussion forum for new material and new responses.
3. Check your e-mail for assignments and other notices.
You will be responsible for material assigned by any of these methods.

Attendance: Students accumulating absences totaling 15% of instructional hours before the 60% point of the class are subject to being dropped from the course. In this distance learning course, your attendance will be tracked by participation in the discussion forum, completion of e-mail assignments, and other activities as assigned.