

## Policy AA2.01: Attendance and Participation

Oversight	Information
Policy Type	Academics
Policy Owners	Chief Academic Officer, Director of Student Accounts, Vice President of Student Affairs, Registrar.
Initial Policy Approval Date	September 15, 2009
Current Revision Approval Date	September 29, 2020
Procedure Effective Date	September 29, 2020

### Policy

The academic week begins on Monday at 6:00 a.m. Mountain Time and ends on the following Monday at 5:59 a.m. Mountain Time. Course-based students must post at least one time in week one to be considered as an active student in the course. Students in competency-based/project-based programs must actively participate in the weekly sessions with the faculty member to be considered active. Failure to post in week one of the course or week one session of the 16-week period classifies a student as a non-start. Students classified as non-starts who are receiving federal financial aid are automatically dropped from the course/16-week period. Students who add a course or 16-week period on the last day of the week 1 may extend the participation requirement for all programs through the following Tuesday at 5:59 a.m. Mountain Time.

### Attendance

American Sentinel College of Nursing and Health Science at Post University takes attendance at the start of each term/semester/16-week period during the second week. To be counted in attendance for census purposes, a course-based student must post to the online classroom at least once in the first week and a competency-based student must meet the week one participation requirement. For students receiving financial aid, failure to post in or participate in week one will result in being automatically dropped from the course.

### Participation

Meaningful participation in the classroom deliverables is expected and graded for each course and competency. Failure to participate in the online discussions or weekly sessions will impact the grade for the course/16-week period. Active-duty military should discuss any participation limitations with the instructor.

### Dropping Courses

Students who wish to drop a course must notify their student success advisor. American Sentinel College will process a refund for course and/or period dropped according to the guidelines found in the procedure section of this policy (See tuition refund policy). Financial aid students will undergo a return to title 4 calculation to determine if and how much money they owe to the university. Please see our policy on return to title 4 calculations for more information.

## **Course-based programs**

*Prior to the start of course through week 1 Add/Drop:* Students may add or drop a course during the first week of the term or semester for no additional fee. Courses dropped in the first week will not appear on the students' transcript.

*Weeks 2 through week 6 course withdrawals:* Students may withdraw from a course between week two and the last day of week 6 for no additional fee. Courses withdrawn during this period will appear on the student's transcript with the letter W. W grades are not included in the student's GPA calculation.

*After week 6:* Students may not withdrawal from a course after week 6 of the course.

## **Project-based/competency-based programs**

*Prior to the start of the 16-week period through week 1 drop:* Students may add or drop a course during the first week of the 16-week period for no additional fee. Non-financial aid students who drop a period in the first week may also add a future period at the same time without paying the late registration fee.

Students in the undergraduate RN to BSN Powered by SIMPath program may register for up to four (4) courses at the start of a semester, if they wish to maintain full-time status for federal financial aid purposes.

Students in graduate-level SIMPath programs may register for up to three (3) courses at the start of a semester.

*Weeks 2-12 course withdrawals:* Students may withdrawal from all courses in a 16-week period between week two and the last day of week 12 for no additional fee. If students complete one or more courses during weeks 2-12, they will be awarded the letter grade for the completed courses; however, they will not be eligible for a refund for any dropped course(s) in that semester. Courses dropped during weeks 2-12 will appear on the student's transcripts with the letter W. W grades are not in the student's GPA calculation.

*After week 12:* Students may not withdrawal or add a course after week 12 of the 16-week period.

Students may request up to two drops from 16-week periods during their program. After two drop requests, students needing additional drops may choose to withdraw and reenroll in the program.

## **Withdrawal from the university**

### ***Student initiated withdrawals***

Students who wish to withdraw from the university must notify their student success advisor and must clearly state the reason for withdrawal. The process should be initiated by phone or email and the official withdrawal date is defined as the date the student provides notification.

### ***Administrative-initiated withdrawals***

The dean or designee may initiate a withdrawal without the student's official notification. Re-admission is necessary for any student who wants to resume degree candidacy. The following are conditions will result in administrative withdrawal from the university.

- Fails to return from a period of non-enrollment (see continuous enrollment policy below)
- Disciplinary suspension or expulsion.
- Returning for another undergraduate degree after completing an associate or baccalaureate degree.
- Failure to maintain satisfactory academic progress
- Failure to maintain passing grades
- Failure to pay tuition and fees
- Failure to comply with university's academic policies
- Failure to disclose a felony
- Engages in improper or unlawful conduct
- Brings discredit to the university
- Engages in behavior that interferes with the educational process or human or civil rights of another student or employees
- Fails to comply with the university's rules and regulations as published.
- Fails to comply with program completion time limit (see program completion below)

If readmitted, students must follow the catalog in effect at the time of their reenrollment. Doctor of Nursing Practice (DNP) students must be reevaluated for reenrollment by the Dean or their designee. In cases when the university no longer teaches required courses, the appropriate dean may designate a reasonable substitute.

### ***Continuous Enrollment***

Continuous enrollment is defined as being enrolled in classes without a break of eight or more consecutive months.

Doctor of Nursing Practice (DNP) students, while working on the project, may be required to alter the standard progression of courses due to the students' inability to meet deliverables, i.e. proposal or final defense. Capstone Continuation Fees (CCF) will be assessed monthly when a DNP student is not enrolled in a course and nonpayment of fees will result in discontinuation of project support. Payment of fees does not negate the continuous enrollment policy.

### ***Program Completion***

DNP students who have not successfully completed all the requirements for graduation 42 months after enrollment in the university will be administratively withdrawn from the program. These students will be required to reapply and repeat any courses that are more than 42 months old, before they can earn a DNP from American Sentinel College.

### ***Financial Aid Students***

Upon withdrawal, the University must determine the amount of Title IV funds a student has earned at the time of withdrawal using the Return of Title IV funds formula. Please refer to the return to title 4 calculation policy for more information.

## Guidelines

- Not Applicable

## Procedure

### *SIMPath DROPS*

If a student completes one of their courses in weeks 2-12:

1. Retain earned grade for completed course(s);
2. Allow to drop remaining course(s);
  - a. No refund (paid for block of time, not number of courses)
  - b. Assigned a "W" ("Fs" are only applied for after week 9)

If a student has not completed a course:

1. Refunded entire semester based on the week 2-9 calendar

## DROPS/WITHDRAWAL PROCESS

### ***Student Initiated Withdrawals/Drops***

Students can initiate withdrawal from a course or from the university by sending an email to their Student Success Advisor describing the reason behind the drop or withdrawal. The advisor will then notify student accounts, financial aid, and the registrar's office so that the withdrawal from the course or university can be completed and respective refund awarded.

### ***Administrative Withdrawals***

#### **Continuous Enrollment**

A report is pulled monthly by Strategic Planning of students that have not completed an assignment in over 8 months. This list is sent to Student Success Advisors so that students can be notified of their withdrawal and given options for reenrollment in the future.

#### **Program Completion**

A report is pulled monthly by Strategic Planning of students that have not completed an assignment in over 8 months. This list is sent to Student Success Advisors so that students can be notified of their withdrawal and given options for reenrollment in the future.

## Related Documents/References

- Student Handbook
- Faculty Handbook
- Academic Catalog
- FA1.03 Withdrawal and Return to Title IV
- SA3.03 Tuition Refund Policy
- HEA, Section 4848; 38 CFR 668.22

## Definitions

- Non-start: A student that has not started their first course 4 months after enrollment.

- Stop-out: A student that has not submitted an assignment in 4 months.
- Drop: A student request to be removed from a course with which they had been previously registered.
- Add/Drop: A student request to have a course pushed back to another term or to drop a course in exchange for another for the same term.
- Course Withdrawals: A student request to withdrawal from a course after the end of week 1 of a course with which they had been previously registered.
- Withdrawal: A student request to be removed from the university completely.

## Revision History

- October 14, 2015 – Added language for project-based program.
- 3/20/18 – Added paragraph about the DNP program and capstone continuation fee in relation to the continuous enrollment.
- 7/23/2018 – Added paragraph about four-year time to complete for MSN and DNP programs
- 10/2018 – Consolidation of SA3.03 Withdrawal from university policy, SA3.03 Tuition Refund Policy, AA2.01 Attendance and Participation, SA3.01 Drop Policy, AA1.02 Expectations for Student Engagement and Participation, and AA2.07 Withdrawals into one policy. Greater consolidation of competency-based and course-based explanations in one section instead of 2 separate sections. Clarification of the difference between non-start and stop-out in the beginning section of the policy. Added subtitle to the policy.  
- Abigail Blades
- 4/2019 – Removed MSN completion requirement and modified DNP requirement to be 42 months instead of 4 years – Loren Ellison
- May 7, 2020: Updated policy format for accessibility guidelines - AHB
- September 2020: Extended last day of withdrawal to 75% mark for CBE and non-CBE programs. Updated verbiage under course drops to match this update – William
- 3/1/2021: Updated branding for Post University – AHB
- 7/2021: Update through week 6 on course drops, this was approved in September.