Attendance Policy for Online and Hybrid Programs

Attendance in Online Courses
Fortis Online students are expected to participate in each of their scheduled online classes throughout the week. A “week” for online students starts on Monday morning at 12:00 midnight Pacific Time and ends on Sunday night at 11:59 Pacific Time.

A student participates in online classes by doing the following:

- Submitting a post to the discussion board;
- Posting a paper, project, or another academic assignment; and/or
- Completing a quiz, mid-term, or final.

During any week, there are initial discussion posts that are due on Wednesdays; quizzes, and written assignments that are due by midnight on Sunday. Also, it is critical that students engage between Monday and Friday to avoid falling behind in their classes and to get the most out of their learning experience.

Students in online courses are expected to:

- Post their initial response to the weekly discussion(s) question by Wednesday night at 11:59 pm Pacific Time. After Wednesday, 10% of the grade will be deducted from the initial responses. In addition, initial responses to the weekly discussion question(s) will not be accepted after Sunday night at 11:59 Pacific Time.
- Post responses to other students’ posts no later than Sunday night at 11:59 pm Pacific Time. Responses will not be accepted after Sunday night at 11:59 pm Pacific Time.
- Complete the remainder of their weekly assignments throughout the week. Assignments due each week must be submitted no later than Sunday night at 11:59 pm Pacific Time. Refer to the Late Work section for more details.

In the rare event that a student will be unable to attend a class in a given week, the student must immediately notify the instructor by email and explain the circumstances causing their absence. Instructor contact information can be found within each course.

- A student attending the College will be withdrawn from any course he or she does not attend within a 14 day calendar period (excluding school holidays and breaks).
- A student will be withdrawn from his or her program immediately if he/she does not attend any course(s) within a 14 calendar day period (excluding school holidays and breaks).

Attendance in Blended Courses
The preceding requirements for online courses apply to the online portion of a blended course. Students who are taking a blended course are required to attend all scheduled on-campus lab class sessions.
Students in blended courses may be withdrawn if the student:

- Is absent from more than one on-campus lab class session
- Does not participate for more than 14 days in the online portion of the course (see definition of participation above)
- Does not participate in the online portion of the class nor attend the on-campus labs for more than 14 days

If a student believes that he or she has extenuating circumstances that warrant special consideration after dismissal/withdrawal, a written appeal may be submitted within seven calendar days to the respective Program Associate Dean for review and final determination. The written appeal should include supporting documentation of the extenuating circumstance(s).

**Attendance in Residential Courses**

Students attending a fully residential class as part of a blended/Hybrid program will adhere to the campus attendance policy for that campus.

**Late Work Policy**

**Late Work in Online and Blended Courses**

Late work in online courses will not be accepted without prior approval from the instructor (Late discussion posts are discussed above). A student wishing to seek instructor approval to submit late work must contact the instructor by email before submitting the late work. Due to extenuating circumstances, this request may be made after the assignment due date and the student should explain the circumstances that led to the request in the email. The instructor will notify the student by email of his or her decision.

An assignment over two weeks late will not be accepted without proper documentation of the absence AND no work can be submitted without prior written approval from the instructor after a collaborative discussion between the instructor and his/her Program Associate Dean.

If the Instructor approves the submission of a late assignment; points will be deducted from the assignment as follows:

<table>
<thead>
<tr>
<th>Late submission</th>
<th>% of grade deducted</th>
</tr>
</thead>
<tbody>
<tr>
<td>One week after due date</td>
<td>10%</td>
</tr>
<tr>
<td>More than one week after due date</td>
<td>25%</td>
</tr>
<tr>
<td>Late work will not be accepted without prior written approval from the instructor.</td>
<td></td>
</tr>
</tbody>
</table>

**Make-Up for On-Campus Lab Class Sessions**

In addition to the Late Work policy above, students in a blended class are responsible for on-campus lab session content and must arrange with their on-campus lab instructor to make-up missed work within one week of the original due date.

**Late Work in Residential Classes (Hybrid Students)**

Students in a fully residential class are to adhere to the Late Work policy communicated by the campus.

*Updated 3/14/2016*