

# Online Learning Attendance

Attendance in Online Courses is mandatory just as face-to-face courses. Online students need to login into their Learning Management System (LMS) at least 3-4 times a week. Please refer to your online instructor's course requirements and specifications and ensure you actively participate in your online course. Attendance will be tracked through the online student management system by the instructor. Attendance will incorporate completion of course requirements, participation in completing course assignments and interactions with instructor. If it determined that the student is not meeting attendance policy requirements set forth by NTU Student Handbook, Catalog and the instructor of the course, the following steps will be instituted.

## **Attendance Policy**

Students are expected to regularly attend all classes for which they are registered. A percentage of the student's grade will be based on class attendance and participation. Absence from class, regardless of the reason, does not relieve the student of his/her responsibility to complete all course work by the required deadlines. Furthermore, it is the student's responsibility to obtain notes, handouts, and any other information covered when absent from class and to arrange to make up any in-class assignments or tests if permitted by the instructor. Incomplete or missing assignments will necessarily affect the student's grades. Instructors will report excessive and/or unexplained absences to the Counseling Department for investigation and potential intervention. **Instructors may drop students from the class after three (3) absences unless prior arrangements are made with the instructor to make up work and the instructor deems any excuse acceptable.**

## **STUDY TIME INFORMATION:**

### **Study Time Outside of Class for Face-to-Face Courses**

**For every credit hour spent in a class, a student is expected to spend two hours (2) outside of class studying the course materials.**

### **Study Time for Hybrid or Blended Courses**

**For a hybrid or blended course of one (1) credit hour, a student is expected to spend three (3) hours per week studying the course materials.**

### **Study Time for Online Courses**

**For an online course of one (1) credit hour, a student is expected to spend four hours (4) per week studying the course materials.**

For More Information go to NTU Documents and Resources at:

*NTU Student Handbook:*

<http://www.navajotech.edu/images/about/publicDocs/ntuPolicies/ntuStudentHandbook.pdf>

*NTU Catalog:* <http://www.navajotech.edu/images/academics/ntuStudentCatalog.pdf>

*E-Learning:* <http://www.navajotech.edu/campus-life/e-learning>.