Online Attendance and Participation

In the online environment, attendance occurs through participation. Attendance is not simply logging into a course. Course participation is tracked by what is actively created by the student.

Attendance Policy:

Online attendance is defined as actively participating in an online course. Active online participation includes communication in any course discussion or collaborative exercise, marking a quiz or survey, or uploading a digital file by a student *regardless of its content or quality.*

Attendance is not a graded activity.

* Meeting the attendance requirement does not indicate good participation.
* Faculty and administrative staff cannot excuse online absences. See the current catalogue for RCU’s Attendance Policy.
* Direct any questions about these policies to RCU Online.

Participation can be graded.

* Some instructors include a participation grade based on the quality or frequency of each student’s interaction and engagement in the course.

Faculty Report of Attendance

Online courses attendance is tracked from Saturday through Friday. Most Traditional and Accelerated online courses begin on the first Saturday of each semester and end on a Friday. The attendance report must be consistent for Financial Aid purposes. The Registrar and Student Financial Services verify attendance based on a student’s activity in each online week running Saturday through Friday.

**Entering Online Attendance:** Faculty records attendance in the Employee Portal by Sunday at 11:59pm for the previous week (Saturday-Friday). Faculty should choose the same “daily attendance” day to report attendance. Questions about entering attendance should be directed to the Office of the Registrar.

**Hybrid Courses:** Faculty should inform students how attendance will be calculated***.*** ***A hybrid course meets in a seated classroom and requires a significant amount of online activity necessitating both in-seat and online participation.***

For more attendance and allowable absence information, please see the RCU Catalog.