

# Online Asynchronous Course Check-in and Participation

## AA\_AT\_ON\_25

Responsible Officer  
Terrill Gilley  
Responsible Office  
Academic Technology  
Approving Body  
Academic Council  
Approval Date  
2015-09  
Last Revision  
2015-05  
Re-evaluation Date  
2020  
Departmental Impact  
Online Education

### Policy Statement

Students enrolled in online courses must check in to courses and complete the assigned work or officially withdraw.

### Policy Procedures

- Failure to check in to the course will result in an administrative withdrawal from the course.
- Students who withdraw after the check-in period may receive a grade of "WP" or "WF."
- Ongoing participation will be based on the student fulfilling weekly requirements of a course.
- Students who check in to a course and fail to maintain ongoing participation but do not officially withdraw will receive a grade of "F."