

OTTAWA UNIVERSITY ATTENDANCE/ADMINISTRATIVE WITHDRAWAL POLICY

Ottawa University believes that students who are actively engaged in their class(es) do better than those who are not. Because of this, attendance is taken and recorded for each enrolled student.

Attendance at an Academically Related Activity is defined by the Department of Education as:

- Physically attending a class where there is an opportunity for direct interaction between the instructor and student;
- Submitting an academic assignment
- Taking an exam, an interactive tutorial, or computer-assisted instruction;
- Attending a study group that is assigned by the institution;
- Participating in an online discussion about academic matters; and
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course.

Just as important as defining what DOES qualify, is what does NOT:

- Living in institutional housing;
- Participating in the institutions meal plan;
- Logging into an online class without active participation; or
- Participating in academic counseling or advisement.

Note – a student’s certification of attendance that is not supported by institutional documentation is not acceptable to establish a last date of attendance.

In order to gain the most benefit from the attendance information and to help identify and retain students who may be experiencing difficulties, the following actions(s) will be taken by Ottawa University in the event that a student ceases to participate:

1. Any student who has no attendance recorded during the first two weeks of a term will be administratively withdrawn as a no-show. All charges will be reversed and no record of the enrollment will appear on the transcript.
 - a. Students who are enrolled in class(es) that start beyond the first two weeks will be administratively withdrawn if they fail to participate on the first night of class.
2. Ottawa University will attempt to contact any student who begins attendance in a course but has no attendance recorded for 14 calendar days in order to determine the student’s intentions.
 - a. An email will be sent to the students reminding them of the attendance policy and encouraging them to re-engage in class.
 - i. Students who are not going to continue participating in their course(s) are encouraged to withdraw themselves at the earliest opportunity.
3. Ottawa University will administratively withdraw any student who has no attendance recorded for 21 consecutive calendar days.
 - a. An email will be sent to the students notifying them of their withdrawal from the course(s).
 - b. Students whose last date of attendance is in the 5th week (or later) of an 8 week term will not be administratively withdrawn for lack of participation.
 - c. Students whose last date of attendance is in the 12th week (or later) of a 15 week Semester will not be administratively withdrawn for lack of participation.
4. The tuition charges assessed to the student will be determined using the students reported last date of attendance in accordance with the Ottawa University refund policy.
 - a. Additional refund calculations may be necessary for any students receiving Federal Financial Aid.