



## **UNDERGRADUATE ATTENDANCE AND PARTICIPATION POLICY ADDENDUM, 2023-2024**

Students are expected to contribute to the learning environment of their courses and fulfill their academic responsibilities through active participation and engagement in the learning process.

Students should check the syllabus to determine the specific participation standards for each course. Students who do not meet the attendance and participation standards may receive a lower grade and/or lose financial aid funding. Students are reminded that final grades are determined by the performance of course requirements, including attendance and participation.

Solely logging into an online course does not demonstrate academic attendance and/or participation. Attendance in online courses, or a week in a course where the student opts to attend online, is determined by the student's participation in the course. Participation in online courses may include the following academic activities: attending a synchronous session, initiating contact with a faculty member to ask a course-related question, submitting an assignment, taking an exam, contributing to threaded discussions, or participating in a chat.

Peirce College is committed to creating a safe and secure virtual learning environment for students, faculty, and staff. Students who fail to identify themselves on admission to a live synchronous session may be dismissed from the session by the Instructor.

Given the learning environment of online courses, even when a student is not absent in the traditional sense, it is the student's responsibility to contact the professor regarding situations that may prevent the student from fully participating as required. The student is responsible for making up missed assignments when the instructor permits.

Students who stop participating and/or attending courses may be considered unofficially withdrawn and, therefore, subject to the Return to Title IV Calculation (R2T4). For more information, please review the Drop/Add, Withdrawal, and Unofficial Withdrawal policies in SECTION I.

Students who are receiving educational benefits through the Department of Veterans Affairs and are expecting to receive full housing benefits/tuition assistance are required to attend Peirce Fit classes on campus for the entire period for which the assistance is awarded. To comply with the Department of Defense policy, any unearned tuition assistance (TA) funds on a proportional basis through at least the 60 percent portion of the period for which the funds were provided to the military Service Branch must be returned. TA funds are earned proportionally during an enrollment period, with unearned funds returned based on when a student stops attending. For information regarding when a military priority arises and your attendance may be impacted, see the Military Personnel policy in SECTION I. VA students enrolled under any other Chapter are eligible to participate in the Peirce Fit delivery, on campus and/or online. For an explanation of military benefits, contact your Admissions or Academic Advisor.

<b>15-week Course Withdraw submitted</b>	
<b>Withdraw Period</b>	<b>% Returned</b>
Before or during weeks 1-2	100% return
During weeks 3-4	90% return
During weeks 5-6	75% return
During weeks 7-8	50% return
During weeks 9	40% return (60% of course is completed)
During weeks 10-15	0% return
<b>8-week Course Withdraw submitted</b>	
<b>Withdraw Period</b>	<b>% Returned</b>
Before or during week 1	100% return
During week 2	75% return
During weeks 3-4	50% return
During week 5	40% return (60% of course is completed)
During week 6-8	0% return

Undergraduate International students, who are on an F-1 Visa, are required to attend full-time (12 credits) in fall and spring terms. International students are required to attend and participate fully on campus for 3 out of 4 courses taken per term. In the summer term, International students may attend classes online and/or on campus.