

PGS Student Information

Attendance Policy & Participation Guidelines

Attendance Policy

Faithful attendance in an accelerated degree program is integral to student success. This educational model includes much more than just an expert or academician distributing their knowledge to a class of students. Learning happens through collaboration and engagement, with the instructor serving as a facilitator of that learning. In the classroom, small group relationships are developed to ensure that collaboration, participation, and teamwork are key ingredients in the learning process. In other words, attendance is required in order to participate in the full learning experience. Unless the course syllabi indicate otherwise, the following attendance policies are in effect.

Participation Guidelines

Students are expected both to attend and to participate in their courses regularly. Attendance is measured using technical definitions which have been developed based on federal financial aid guidelines. Participation is assessed by the instructor and can impact the student's grade; mere attendance does not ensure full credit for course participation.

Religious Accommodation Policy

Warner Pacific University will make good faith efforts to provide reasonable religious accommodations to students who have sincerely held religious practices or beliefs that conflict with a scheduled course or program requirement. Students requesting religious accommodation should submit a written request to their instructor with as much advance notice as possible. Any absence resulting from a religious accommodation does not excuse students from course requirements or information reviewed during missed classes. Students are responsible for obtaining materials and information provided during any missed class. The student must work with the instructor to determine a schedule for making up missed work.

Synchronous Courses (In Person Courses; Online Courses with Scheduled Meetings)

Weekly Schedule: Courses meet weekly, with preparation required to the first session of each course. Preparation may involve reading and writing assignments due at the start of the first session. The instructor is required to submit attendance reports the day after each scheduled course meeting.

Attendance Requirement: Attendance at class meetings and participation in learning team meetings is required. However, since occasional absences may be necessary, students may miss up to one class session (four hours) of a five- or six-week course. Such students will be expected to work with their instructor to make up any missed work for that week, but there will be no additional negative impact on their final grade. Absences beyond one class session will result in an automatic 20% reduction in the course grade for each additional missed session. If the course duration is four weeks or less, students may miss only an equivalent of half a class session before course grade reductions are enforced.

Participation in In-Person Courses: Participation is assessed by the instructor and may be a factor in assigning a student's final grade. Participation typically requires active engagement in during the class sessions, as well as participation in learning team activities and discussions.

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Asynchronous Courses (Online Courses without Scheduled Meeting Dates)

Weekly Schedule: The online class week begins on Monday (Day 1, 12:01 a.m.) and ends on Sunday (Day 7, 11:59 p.m.). The instructor is required to submit attendance reports each Monday for the previous week of online instruction.

Attendance Requirement: To be considered in attendance in an online course, a student must be actively engaged in academically-related activities during each week of the online course. Academically-related activities include participation in an online discussion about academic content, submission of an academic assignment, completion of online quizzes or activities, and participation in online activities via video conference or other forms of virtual interaction. If a student does not participate in any academically-related activities during an online week (Monday through Sunday), the student will be considered absent during that week and will be expected to work with their instructor to make up any missed work for that week. Students are allowed one absence during a five- or six-week session with no additional negative impact on their final grade. Absences beyond one class session will result in an automatic 20% reduction in the course grade for each additional missed week.

Participation Requirement: Participation is assessed by the instructor and may be a factor in assigning a student's final grade. Full participation in an online course requires regular engagement with the course, and typically requires the student to log in to the course site several times each week. Full participation also includes completion of all required discussion forum questions, and submission of all assignments.

HyFlex Courses

Some courses use the HyFlex format, where there is a scheduled meeting for week 1 and the remaining weeks are fully online without meetings. For these courses, students should follow the guidelines for Synchronous Courses during week 1, and the guidelines for Asynchronous Courses for the remainder of the course.