



Coronavirus Epidemic Notice: Distance Education and Student Online Attendance Policy

For the duration of government restrictions in response to the coronavirus epidemic, the school will offer all traditional in-classroom programs by online, distance education using the Student Online Attendance Policy below. Any externship, lab, clinic, practical, and/or any other form of applied hands-on training required by an individual program, either at or outside the school, may be delayed due to coronavirus restrictions. Such restrictions could result in the delayed completion of a student's program and hands-on training. Once governmental authorities allow the school to resume its normal teaching methods, the school will adjust the timing of any delayed in-classroom teaching and hands-on training.

STUDENT ONLINE ATTENDANCE POLICY

- **Students enrolled in an online program are subject to the same attendance policies and procedures as students enrolled in a traditional in-classroom program. However, while the traditional attendance measurements apply to all scheduled in-classroom class sessions, online participation and attendance must be defined and measured in a different manner. Merely logging into an online course without active participation does not constitute attendance. Online program students are expected to actively participate in their program online each week through Academically Related Activities (ARA), all of which contribute to the students' overall academic goals.**
- **ARAs are used to determine a student's official last date of attendance and corresponding enrollment status at the School. ARAs are also used to determine the effective date of active and withdrawn enrollment statuses. The online class week runs for seven (7) calendar days beginning Monday, 12:00 a.m. to Sunday, 11:59 p.m. in the School's time zone, unless otherwise indicated. Students must submit at least four (4) ARAs for each scheduled week of the module. Students who do not meet the minimum ARA requirement for the week will only be given partial attendance credit. Work submitted outside the online learning management system does not count toward attendance.**

- **The following activities that occur after the course start date and on or before the course end date will be considered Academically Related Activities:**
 - **1. Submission of a gradable assignment, such as a paper, test, exam or quiz.**
 - **2. Participating online in an interactive tutorial, or other computer-assisted instruction.**
 - **3. Online attendance of a study group that is assigned by the School.**
 - **4. Initiating contact with a faculty member to ask a question about the academic subject studied in the course or responding to a faculty member's inquiry.**
 - **5. Participation in a gradable online discussion, with classmates and/or the instructor, in a way that is substantively and academically related to the enrolled course. The purpose of substantive interaction in an online discussion forum or thread is to promote comprehension of the academic topic through a collaborative, collective and interactive conversation. Substantive interaction involves a sustained, interactive communication. A substantive post adds to the discussion and encourages a response from fellow students. A student's discussion post may include a well thought out opinion that applies ideas relevant to the course content. It may compare and contrast the posts of others, perceptions of each student's experience of facts may also vary based on the student's perception. In some cases, the values of an outcome may be explored that further expands on the discussion thread. By substantively interacting, it opens up the lines of communication with fellow classmates and instructors to help foster and promote a deeper academic understanding of the topics discussed in the course, which will contribute to student academic achievement.**
 - **Students must attend online class sessions and turn in required assignments on a daily and weekly basis in order to receive credit for online attendance and grading purposes.**
 - **6. Some examples of substantive posts that will be considered an ARA:**
 - **Making associations between coursework readings and the interactive discussion.**
 - **Apply lessons from students' coursework or profession, clinical rotations or externship and/or life to the interactive discussion.**
 - **Ask additional questions of your classmates.**
 - **Explain why you agree or disagree, offering specific examples to support your perspective.**

- Create and expand on comprehensive academic thoughts on the academic topic in comments that are at least 50 words long.
- Some examples of non-substantive posts that will not be considered an ARA:
 - Discuss topics unrelated to the academic coursework (e.g., the plot line of your favorite television show).
 - Mocking or insulting classmates for their opinions.
 - Asking questions of the instructor that are not academically substantive in nature or related to the specific course (e.g., “will this test be hard?”)
 - Offering a two-word response like “I disagree,” without further explanation.

Student Support:

- The IT Department will be available to assist students with technology issues throughout this time period.
- Students and faculty will be able to access Canvas LMS via desktop, laptop, tablet and smartphone via the Canvas app.
- Financial Aid will remain open remotely to service students during our normal operating hours.
- Most normal operations will remain intact to service students.