



Subject: Attendance and Participation Standard

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1. Purpose

This policy outlines the University's standards for attendance and participation in academic courses and aligns with the Department of Education's definition of academically-related activities.

2. Policy

2.1 Attendance

Although MUIH is not required to take attendance by state, federal, or regional accrediting agencies, attendance is documented in the first week of certain courses to authenticate initial participation in academically-related activity. Additional course attendance requirements are designated by faculty members and vary depending on course content, learning outcomes, and assignments. Students should consult the "Course Policies" section of the syllabus for details.

2.2 Participation

2.2.1 Online Courses

Students are expected to have active, consistent, and timely engagement in online courses and to participate in the course's academically-related activities.

Academically-related activities in an online course include, but are not limited to:

- submitting an academic assignment;
- taking an exam, an interactive tutorial, or computer-assisted instruction;
- attending a study group that is assigned by the University;
- 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.

As a general rule, students should expect to spend a total of 45 hours of time per credit over the course of the trimester. For example, in a two-credit course that is ten weeks long, students should expect to spend a minimum of nine hours per week engaging in the modules and work that accompanies the course.

2.2.2 On Campus Courses

While attendance requirements may vary (see Section 2.1), all students must participate in required learning activities and assessments. As with online courses, students are expected to have active, consistent, and timely engagement in on campus courses and to participate in the course's academically-related activities.

Academically-related activities in an on campus course include, but are not limited to:

- physically attending a class where there is an opportunity for direct interaction between the instructor and students;
- submitting an academic assignment;
- taking an exam, an interactive tutorial, or computer-assisted instruction;
- attending a study group that is assigned by the University;
- 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.

The in-classroom and out-of-classroom hours vary for on campus courses depending on the type of course (e.g., didactic vs. lab) and whether the course is in an intensive or trimester-long format. As with online courses, student should expect to spend a total of 45 hours of time per credit over the course of the trimester. This includes hours inside the classroom and hours working outside of the classroom (reading, reviewing notes, completing assignments etc.).

3. Approval and Revisions

Approved August 16, 2018 by Provost & Vice-President Academic & Student Affairs, Christina Sax, Ph.D.

- Revision 1

Clarified purpose of the policy and expanded on the participation requirements for online and on campus courses.

Approved June 18, 2019, by Provost & Vice-President Academic & Student Affairs, Christina Sax, Ph.D.

- Revision 2

Clarified attendance requirements and documentation of academically related activity (sec 2.1).

Approved November 19, 2020, by Provost & Vice-President Academic & Student Affairs, Christina Sax, Ph.D.