

NMC ONLINE PROGRAMS

STUDENT PARTICIPATION POLICY

Regular and substantive interaction between students and faculty in distance education programs is required by the US Department of Education.

1. Students must demonstrate activity in the course within 48 hours of the course start date. All courses begin Monday at 8:00 AM Central Time, therefore the 48 hour period during which activity must be initiated ends at 8:00 AM Wednesday.
2. Activity must be demonstrated by logging into the course and completing one or more of the following academically related activities:
 - a. downloading or viewing the syllabus,
 - b. reviewing course material,
 - c. submitting an assignment,
 - d. taking a quiz or exam,
 - e. participating in an online discussion related to the course content,
 - f. initiating contact with the faculty to ask a question about the academic subject studied in the course.
3. Students who feel they are unable to complete the course or have decided to drop the course must initiate the official drop process by contacting their advisor within the 48 hour period (as described above) to be eligible for full tuition refund. A course dropped within the first 48 hours does not show on the student's academic transcript.
4. Students who do not drop the course and do not demonstrate activity in the prescribed period of time will be administratively withdrawn from the course 48 hours after the course start date. The student will be responsible for the full course tuition, will be ineligible to receive financial aid for the course, and will receive a grade of "W" for the course on his/her academic transcript.
5. Students who initiate attendance during the first 48 hours of the course may withdraw from the course with a "W" if the withdrawal date is on or before 55% of course completion, or 5:00 PM Friday on week 3 of a 5 week course. After this date students will receive a grade of "F".
6. Students who initiate attendance during the first 48 hours but later fail to participate in the course for 14 consecutive days will be considered to have withdrawn for financial aid purposes, though they may still receive a grade of "F" for the course. The faculty is not required to administratively drop a student in this situation.

Student eligibility for financial aid will be based on the above criteria. Financial aid recipients should review the financial aid policies related to Refunds & Withdrawals, Treatment of Aid When a Student Withdraws, and the Financial Aid Satisfactory Academic Progress Policy for further information on the consequences of dropping/withdrawing from a course or failing to initiate or maintain participation in a course.