

Classroom Presence and Participation

Classroom Presence

Grand Canyon University believes students are primarily responsible for their presence in the classroom.

Traditional Campus Classrooms

All traditional campus students must post at least one message in the learning management system within the first week of the class start date in addition to being present at all face to face class meetings.

Online Classrooms

Grand Canyon University requires all students enrolled in an online course to attend every week. This attendance is marked by activity in the online classroom. An online week for undergraduate students is Monday through Sunday and for graduate students is Thursday through Wednesday. Students are not permitted to be out of attendance more than two consecutive, online weeks. An administrative withdrawal will be processed should a student be out of attendance for more than two consecutive, online weeks.

Cohort Classrooms (Campus and Satellite Locations)

Courses offered in the face-to-face, evening cohort programs for undergraduate and graduate students are designed as concentrated seminars with attendance being a prerequisite for student learning. Students are expected to act professionally and regular class attendance is one reflection of that commitment. Recognizing that occasional unavoidable absences may occur, students must notify the instructor in advance. If a face-to-face class absence (or partial absence) is necessary, the following guidelines apply:

- **Partial Absence:** At the course instructor's discretion, partial attendance may result in a deduction of participation points and/or result in an entire absence.
- **One Absence:** One class absence will result in the loss of participation points and, in-class activity points if applicable.
- **Multiple Absences:**
 - **Courses that are 12 or fewer weeks:** For courses that are 12 or fewer weeks, absences from two or more classes (consecutive or non-consecutive) in a course will result in being withdrawn from the course and a grade of "W" if they occur in any week prior to the last two weeks. Students in a course that is 12 weeks or less and who have their second absence during the last two weeks of the course, can no longer earn points for assignments due that week and beyond after the second absence. They will earn the grade based on their academic performance for the full point allotment of the course. Faculty will assign a letter grade of A through F. Students are required to follow the Course Drop Policy.

- 16 week courses: For courses that are 16 weeks, absences from four or more classes (consecutive or non-consecutive) in a course will result in being withdrawn from the course and a grade of “W” if they occur in any week prior to the last four weeks. Students in a 16 week course who have their fourth absence during the last four weeks of the course can no longer earn points for assignments due that week and beyond, after the fourth absence. They will earn the grade based on their academic performance for the full point allotment of the course. Faculty will assign a letter grade of A through F. Students are required to follow the Course Drop Policy.

Participation

Participating in classroom discussion is paramount to the learning experience. Participating in the weekly discussions allows students and instructors to share experiences, investigate complicated subject matter, share expertise, and examine the content from new perspectives. The qualitative participation requirements are:

- Follow-up responses to classmates’ initial answers or responses that integrate course theories with a practical application of the subject, offering a personal observation or experience, or referencing real-world examples, current events, or presenting current research on the topic.
- Classroom interaction demonstrating deeper or broader thoughts beyond rephrasing what the textbook has presented on the topic.
- Responses encouraging further discussion and ongoing dialogue with other students and the instructor in the class.
- Asking additional, relevant questions about the week's topic.
- The referencing and citing of scholarly work is encouraged to support the idea that is being presented in the participation discussion (check the syllabus or instructor for specific requirements).
- Communications that are presented in a professional and supportive manner, and with respectful tone.

Traditional Campus

In addition to the qualitative requirements, each instructor will provide the specific, in-class, quantitative participation requirements.

Online Classrooms

Participation can be earned only by posting substantive, quality messages to fellow classmates and the instructor in the main forum of the classroom. Specific courses may have alternative participation requirements. Students are encouraged to review the course syllabus and consult with the faculty member prior to the course start.

Courses	# Required Days	# Required Substantive Posts Each Day
UNV-103, UNV-104, PHI-105, ENG-105, PSY-100, CWV-101	4	2
UNV-103, UNV-108, UNV-303 TO (in LMS-Trad)	2	2
All Other Undergrad	3	2
Graduate and Doctoral	3	1

Cohort Classrooms

Students participating in face-to-face classes in a cohort format are enrolled in a hybrid program that requires students to be active in both the physical classroom, as well as the online classroom.

All programs (Except RN-BSN): Campus and Satellite Locations

Students must post their initial response to the 1st discussion question by Day 3, and to the 2nd discussion question by Day 5 of each week. The post must also meet already established DQ requirements as stated in the course syllabus. In addition to the qualitative requirements, each instructor will provide the specific, in-class, quantitative participation requirements.

Bachelor of Science in Nursing (RN-BSN) Program

Students must post their initial response to the 1st discussion question by Day 3, and to the 2nd discussion question by Day 5 of each week. In order to earn full participation points students must post 1 substantial message on 3 different days of each course week in addition to actively engaging in the face to face classroom meetings.

Assignment Submission

All assignments should be submitted through the drop box in the learning management system as Word documents with extensions of .doc or .docx unless otherwise indicated in the assignment description. Written assignments of 500 words or more are required to be submitted to the TurnItIn drop box before submitting to the Assignments drop box in the learning management system, thus allowing students to make adjustments prior to submitting the final version for grading.

Late Policy

All assignments are due before midnight Arizona time on the due dates indicated. Assignments posted after the indicated due dates will be subject to a deduction of 10% of the available points for each day late. No assignment can be accepted for grading after midnight on the final day of class. Technical issues are not valid excuses for late work unless the problem stems from GCU servers. Exceptions to this policy are at the discretion of the instructor.

Learning Management System Availability

Grand Canyon University's online learning management systems are specifically intended to host classrooms for current and recently completed classes. Student access to classes will be removed five (5) weeks following the course end date. It is the sole responsibility of each student and faculty member to keep copies of all files uploaded to the online learning management system. The University is not responsible to make course content or files submitted to the online learning management system available to students or faculty members once the class has been removed.

Faculty Commitment

- Post hours of availability as well as email and phone contact information in the Faculty Profile.
- Actively engage in the discussion forum 4 days each online week (online courses only).
- Do not be absent from the classroom for 2 consecutive days (online courses only).
- Answer all student questions within 24 hours.
- Provide written assignment feedback within 7 days of receiving the assignment. Feedback must address the areas in which the student did well in addition to those areas in which the student has opportunities for improvement.