



Classroom Policies - Student Expectations / Faculty Commitment

Attendance, Discussion Questions, and Participation:

Nontraditional (Online) Students

Grand Canyon University requires online students to attend courses every week, 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.

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. For the majority of courses, 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. Participation can be earned only by posting substantive, quality messages to fellow classmates and the instructor in the main forum of the classroom. Certain 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
All Other Undergrad	3	2
Graduate and Doctoral	3	1

Examples of Online Participation:

- Follow-up responses to classmate's initial DQs that integrate course theories with a practical application of the subject, perhaps offering a personal observation or experience, or referencing real-world examples, current events, or presenting further research you have conducted on the topic.

- Interaction in classroom discussion that demonstrates deeper or broader thoughts about a topic, rather than just rephrasing what the textbook has presented on the topic.
- Posts that encourage further discussion and ongoing dialogue with other students and the instructor in the class.
- Asking additional, relevant questions about the week's topic.
- Communications that are presented in a professional and supportive manner, and with respectful tone.

Nontraditional (Evening – Campus and Evening -Satellite) Students

Courses offered in the face-to-face ground evening cohort programs for undergraduate and graduate learners 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 (either at the beginning or the end of class) may result in a deduction of participation points.
- **One Absence:** One class absence will result in the loss of participation points and, in-class activity points if applicable. If a student provides medical documentation for the absence, no participation points will be deducted and, at the discretion of the course instructor, an alternative in-class activity will be provided.
- **Multiple Absences:** Absences from two or more consecutive or non-consecutive classes in a course will result in a grade of "F". Furthermore, a conference may be arranged with the student, the instructor, and the dean or assistant dean of the college to determine continuance in the program. If the student is allowed to remain in the program after failing one course, the course must be repeated and other stipulations for continuation may be delineated.

An absence (or partial absence) does not preclude students from completing assignments as expected or according to completion timelines. Students are expected to maintain their commitment to respond to one discussion question per week in the learning management system.

Traditional Campus Students

All campus students demonstrate attendance by their physical presence within the classroom and participation in the online classroom. Attendance is reported for the first three weeks of the term, as well as the first week of any courses starting after the first week of the term. Participation requirements are determined by the faculty for each course.

Doctoral Substantive Participation Posts

Full participation in the discussion is a key component of the learning experience. It enriches group interaction and enhances the doctoral learning environment. To be considered substantive, a participation post (the initial and the on-going) should average 150 - 250 words in length. The post should include appropriate foundation knowledge, be factual, enhance the ongoing dialogue, and include support from scholarly literature. It is for this reason that a majority of a learners' substantive participant posts should include at least one citation. Rather than just reporting what someone else has stated, the doctoral learner should demonstrate application and/or reflection of knowledge

such that the learner enhances the meaning of the referenced material. Contributing to the discussion should promote an exciting, vibrant, shared learning community that accomplishes two or more of the following:

- Expands on a classmate's comments in a value-adding, topic-related way
- Promotes a collaborative, supportive doctoral community
- Advances the dialogue through follow-up questions
- One-liners, off-topic posts, vague statements, unsupported opinions, inadequate explanations or posts do not meet the substantive participation requirements listed above.

Late Policy

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.

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.

Grand Canyon University Online Class 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 four (4) 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.

Students may contact their academic counselor to submit a request to have an archived class restored. Students must pay a \$50 class restoration fee for each class.

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.
- 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.