

## **Bakersfield College**

### **Distance Education Attendance and Non-Participation Policy**

All students enrolled in Distance Education courses must log in to the course(s) and complete any assignment(s) or other activities, to be determined by the instructor, that are required during the first week. Students who fail to complete first-week assignments/activities within the instructor's deadline will be dropped.

After the first week and during the time period before the final withdrawal date, "students are responsible for officially withdrawing from any class or classes in which they no longer wish to be enrolled," as stated in the Bakersfield College Catalog. (See the catalog section "Withdrawing from Classes" for additional details.)

The Bakersfield College "Attendance Policies: Class Attendance" (see the BC catalog) states that "instructors may drop a student from a course when absences number the equivalent of two weeks of class recorded from the first day of instruction." In the case of Distance Education, "absences" shall be defined as "non-participation." Instructors may drop students after the equivalent of two weeks of non-participation from the first day of class. Non-participation shall be defined as, but is not limited to:

- Not following the instructor's participation guidelines as stated in the syllabus
- Not submitting required assignments
- Not contributing meaningful discussion in required chat rooms, discussion boards, or other online forums
- Not participating in scheduled activities
- Failure to communicate with the instructor as required

It should be noted that simply logging into the course, does not constitute participation. Students must demonstrate that they are actively participating in the course by submitting required assignments, contributing to discussion forums, etc. as outlined above.

---

Syllabus statement:

Instructors may drop students after the equivalent of two weeks of non-participation in accordance with "Distance Education Attendance and Non-Participation Policy." (Instructors must provide a link to this policy with this statement in their syllabus.)

---