

Attendance Policy

Attendance

In order to achieve expected course outcomes and to maintain sound academic practices, all students are encouraged to attend all lectures and discussions, and to submit any assignments that may be scheduled for a course. In order to maintain continuing enrollment in the class, students must log in and participate every week.

Students who do not log in during any given week of instruction are considered absent for that week of class and are reported as such to ACOT administration. An online course week begins at 12:01 a.m. on Monday and ends at 11:59 p.m. the following Sunday.

Students' grades are affected by attendance in two ways. First, attendance of lectures helps students better understand concepts, terms, and application of material. Secondly, ten percent (10%) of the students' grade make-up is given for attendance. Students are required to attend at least one lecture per week, but students must attend all lectures during the given week to receive all attendance points.

Attendance in the first week of the term

Students are required to log into each of their courses to establish attendance during the first week of the course (Monday 12:01 a.m. – Sunday 11:59 p.m. CST). A student who fails to log into any course within the first seven (7) days of the term will be administratively dropped if there is no clear intent on the student's part to progress through the course, and tuition will be 100 percent refunded.

American College of Technology is required to take attendance for Title IV purposes.

If a student begins the withdrawal process or provides official notification to the school of his or her intention to withdraw, the date of the student withdrawal is the date the student began the official withdrawal process or the date of the student notification, whichever is later.

If the student does not provide notification, the date of withdrawal is the date the student stopped attending class or the last day of academic advisement. Attendance includes attending a live lecture, a recorded lecture, submission of an assignment, or any other academic activity that includes logging into the class and participating in an activity. Logging in to "look" does not constitute attendance.

The institution is responsible for returning funds for students who receive Title IV funds.

Attendance Warning During the Term

Attendance will be tracked on a weekly basis. Students missing seven (7) consecutive calendar days, not including breaks, of training will receive an attendance warning via postcard, phone, and/or email from Student Success Services. A student will be dismissed from a course for failure to attend training for 14 consecutive calendar days without notifying ACOT of his or her intent to complete the term and will receive a “DS” on his or her transcript. A student who is withdrawn will be subject to the Refund Policy.