

Proposed text to go into Faculty Handbook, not Policy 5:060

The text below will go into the ***F, FA and FN Grades*** subsection of the ***Faculty Responsibilities & Procedures*** section in the Faculty Handbook (non-policy section)

The actual statement is as follows:

FA/FN Statement for Web-Based Courses

A student should receive a grade of FN for a web-based course if he/she fails to log in to the course D2L site during the first two weeks of a regular semester or the equivalent percentage of class. A student should receive a grade of FA if he/she fails to meet the course “attendance” policy. Each web-based course instructor must define what his/her attendance policy is and clearly state it in the course syllabus. What level of participation constitutes “attendance” will be different for each course depending on the instructor, but it must be something more than the student simply logging in the course D2L site.