

Refund, Drop, and Attendance Policies for Online Courses*

Refund Policy (for online and summer school courses only)

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|---------|------|-----------------|-----|---------------|
| Week 1: | 100% | Monday-Thursday | 90% | Friday-Sunday |
| Week 2: | 75% | Monday-Thursday | 50% | Friday-Sunday |
| Week 3: | 25% | Monday-Thursday | 0% | Friday |

Requests to drop courses must be made by 5:00 pm CST on the days specified in order to qualify for corresponding rates.

Drop Policy (i.e., “schedule changes” for online courses only)

Any online courses dropped during the first four (4) days of the course (by 5:00 pm CST on Thursday) will not be recorded on the student’s transcript. Courses dropped after the fourth day, but before the sixth week of the course, will be recorded as a “W” on transcripts. A grade of “W” will not be calculated into the GPA but will impact financial aid Satisfactory Academic Progress. Courses cannot be dropped after the fifth week of class. Students must communicate their intention to drop an online course via email to the Registrar’s Office.

Attendance Policy (online courses only)

Online courses often demand greater discipline and careful attention to details within a compressed period of time compared to on-campus courses. Students are strongly advised to remain in close contact with their online instructor in the event that they must be absent for a brief period of time. Attendance in online courses will be taken on a weekly basis. Students will be expected to actively participate according to the individual course syllabus. Participation may include, but not be limited to: submitting written assignments, posting in graded forum discussions, completing exams, and written communication with the instructor directly related to the course.

Online students who do not participate in the above ways for seven consecutive days will be considered absent. **Students are permitted a maximum of one absence.**

The following scenarios may negatively impact a student's academic record and financial aid opportunities. (1) Students who do not login within the first four (4) days of an online course will be administratively dropped. They will receive a 100% refund but will be assessed a drop fee. Personnel from the Online Learning Office will contact students via their OCC student email account and current phone number to assist them prior to this deadline. (2) Any online student who misses twelve consecutive days will be contacted by the instructor via the student's OCC email account. The student will be given 48 hours to communicate their intentions. Those who do not respond, or who do not wish to continue in the course, will be dropped and will not receive a refund. Instructors will promptly convey this information to the Registrar's Office. If this occurs within the first five weeks of the course, a grade of "W" will be given. If after the fifth week, the student will receive a failing grade. (3) If online students acquire two non-consecutive absences, they will fail the course.

*Online course policies are to be uniquely differentiated from the various other modalities of distance learning at Ozark Christian College.