

Effective October 28, 2008

Attendance Policy for online programs:

- Students are permitted one absence per course.
- An absence will be given to students who do not post by midnight Sunday evening for each week of the course.
- Because our classes are on average only five weeks, and the pace is quite rapid, our students are encouraged to participate on a daily basis. However, students must log-in no later than the 1st Tuesday of each course by midnight.
- Weekly attendance records are maintained by the professor and submitted to the university regularly.
- Students are responsible for notifying the instructor prior to an absence and for completing any make-up work that has been assigned. Whether make-up work is completed or not, the absence will be reflected in the participation portion of the final grade. There are no excused absences.
- If a course has not yet begun and a student anticipates missing more than one class session, it is the student's responsibility to request a schedule change from his/her Academic Advisor.
- A student may withdraw from a course by submitting an official withdrawal form to his/her Academic Advisor.
- If a student withdraws from a course after the second class session, students will receive a "WP" if doing passing work, or a "WF" if doing failing work.
- Students who are enrolled and do not attend class, or who discontinue class attendance without officially dropping the course prior to the start of the last night of class, will receive a grade of "WF".
- A student who repeats a course will do so at his/her own expense.
- An AGS student who receives consecutive "WF" grades will not be allowed to continue with his/her class cohort. Once credit has been granted, such a student will be reassigned to a new class cohort.
- All withdrawals must be submitted in writing. The Withdrawal (AGS Add/Drop Form) Forms can be obtained from the AGS Academic Advisor or can be found on the registrar's page on the OWU web site. Please print, complete, and sign the form. Then, fax the form to the number on the bottom of the printed form.

Refund Policy for online programs:

- Educational Resource fees are only refundable if the course is dropped at least 30 days prior to the start of the course.
- If a course is dropped with written notification and received by the Academic Advisor no later than the 1st Tuesday of each course by 5p.m., full tuition will be refunded.
- If a course is dropped no later than the 2nd Tuesday of each course before 5 p.m. with written notification and received by the Academic Advisor, 80% of the tuition will be refunded.
- If a course is dropped, with written notification and received by the Academic Advisor after 5 p.m. the 2nd Tuesday of each course, no tuition is refunded.