

## **Attendance Policies & Drop Withdrawal/Refund Information**

### **Participation in Your Courses:**

The program office and your professors expect you to be actively engaged in your courses and to follow all assignments, instructions, etc as outlined in your course syllabi. In case of an emergency that may limit your access to the internet, please let **someone** know beforehand, by contacting your professor and/or the Program Office immediately.

### **Class Attendance Policy/Student Never Attended:**

The following is the official NSU policy regarding class attendance: If a student never attended the course or never actively participated in the course, the instructor must enter an 'unearned' failing (F) grade, 0.0 hours attended, and the first day of the class as the last date of attendance in WebSTAR.

*Students will no longer be permitted to petition and receive a retroactive drop, withdrawal, or refund for a course after the end of the term.*

### **Withdrawal Information:**

It is the student's responsibility to register and withdraw himself from his courses using the Webstar system. Simply not attending class or informing the instructor or staff of intention to withdraw is not considered an official withdrawal. This will result in a grade of "F" for the student.

To Drop a Class in Webstar: in the left hand column, 'Action' area, there is a window with a down arrow; click on the arrow. A message should appear indicating 'Web Drop', click this and then at the bottom of the form click on 'Submit Changes'. If you have difficulty dropping a class, contact the Program Office.

**Withdrawal deadline: A student must withdraw from a course no later than by the end of the seventh week of the term. Students are no longer permitted to withdrawal after the seventh week of the term.**

### **Online Programs** **Drop/Withdrawal Refund Policy** **10- week courses**

A refund of 100% will be given to the student for any drop/ withdrawal within the first week of the term, including business and non-business days.

A refund of 75% will be given to the student for any drop/withdrawal within the second week of the term, including business and non- business days.

A refund of 50% will be given to the student for any drop/withdrawal within the third week of the term, including business and non-business days.

A refund of 25% will be given to the student for any drop/withdrawal with the fourth week of the term, including business and non-business days.

No refund will be given to the student after the fourth week of the term.

**Withdrawal deadline: A student must withdraw from a course no later than by the end of the seventh week of the term. Students are no longer permitted to withdrawal after the seventh week of the term.**

**Please note: A refund will only be granted if the tuition has been paid in full at the time the drop/withdrawal is made. The student should contact the Assistant Dean of Online Programs by email if they need to drop or withdrawal from a course. The date of that email will be used to issues the refund.**