

CIAT Attendance Guide

CIAT's online courses are designed to support regular and substantive interaction between students and instructors, and students to students, synchronously and asynchronously. Students earn attendance credit through timely participation in online course activities, completed by the attendance due dates published in the course syllabus.



What Counts as an Attendance Activity?

- Student submission of an assignment, exercise, or project (i.e. hands-on labs, lecture knowledge checks).
- Student submission of an assessment (i.e. exams, quizzes).
- Student submission or reply to an interactive discussion forum.
- Completing an instructor-approved makeup assignment.

What Doesn't Count as an Attendance Activity:

- Logging into an online course, or your student portal, without engaging in one or more course activities.
- Logging in to, or watching, a live lecture, without engaging in one or more course activities.
- Homework, such as reading or self-study for exams.

FAQS

Does logging in to watch live lecture count as an attendance activity?

- No, logging in to, or watching, a live lecture, does not count as an attendance activity. However, completing the Knowledge Checks in Canvas while watching the live or recorded lecture will count.

How does overall attendance affect me?

- Student engagement is an essential part of the educational experience at CIAT. Active participation in coursework activities facilitates academic and career success. Students are expected to maintain a minimum of 80% or higher cumulative attendance throughout their program to remain eligible for graduation.

I only see Saturday due dates in Canvas. Does this mean I can submit all three attendance checkpoints by Saturday and still receive full attendance credit?

- There are three (3) attendance checkpoints each week: Tuesday, Thursday, and Saturday. Students are required to complete a minimum of one (1) eligible attendance activity by each attendance due date (due by 11:59 pm Pacific Time on the respective attendance checkpoint date).

How Attendance Is Tracked

All interactive course activities completed in Canvas are automatically tracked with a date and time stamp of completion. **There are three (3) attendance checkpoints each week: Tuesday, Thursday, and Saturday. Students are required to complete a minimum of one (1) eligible attendance activity by each attendance due date (due by 11:59 pm Pacific Time on the respective attendance checkpoint date), and a minimum of three (3) eligible attendance activities per week to earn full attendance credits.** Students are highly encouraged to complete all course activities.

MON	TUE	WED	THUR	FRI	SAT	SUN
	 Attendance Checkpoint Due by 11:59pm Pacific Time		 Attendance Checkpoint Due by 11:59pm Pacific Time		 Attendance Checkpoint Due by 11:59pm Pacific Time	
Present If eligible attendance activity/activities are submitted on or before the attendance checkpoint date.		Tardy If eligible attendance activity/activities are submitted within 24 hours after the attendance checkpoint date.			Absent If eligible attendance activity/activities are submitted 24 hours after the attendance checkpoint date or not submitted.	
Three (3) "Tardy" attendance checkpoints in one five-week period equals one (1) "Absent" value.						

Minimal Accepted Attendance

Students are expected to maintain a minimum of 80% attendance for each term and are required to reach a minimum of 80% or higher cumulative attendance throughout their program to remain eligible for graduation. Students must earn a minimum of 12 attendance credits during the term to reach the minimum 80% attendance requirement.

Consecutive Absences

A student is in continuous attendance as long as no more than fourteen (14) calendar days exist between the submission dates of eligible attendance activities. A student absent for fourteen consecutive calendar days will be dropped from the course. Students who fail to maintain active participation in their course and do not have an approved leave of absence may be dropped from the program.

FAQS

Can I submit all three discussion question requirements by the Tuesday, Thursday, Saturday due dates and receive full attendance credit for the week?

- Yes, submitting all three discussion question requirements (main post submission, and 2 separate replies) by the Tuesday, Thursday, Saturday due dates will count as full attendance credit for the week.

Why am I being dropped from my course due to non-attendance?

- A student absent for fourteen consecutive calendar days will be dropped from the course. Collecting and reporting attendance data is required for CIAT to comply with state, federal, and accreditation regulations, and is required to support students utilizing federal funding, including Title IV loans, grants, or military benefits.