

Attendance and activity expectations for online/asynchronous learning experiences for graduate program students

(Policy GRAD-09)

Effective Date

May 2025

Last Revision Date

April 2025

Responsible Party

School of Nursing administration and staff, Graduate faculty and students.

Scope and Audience

Students enrolled in the Graduate Program

Additional Authority

NA

1. Policy Purpose

Students in the Graduate Program are expected to actively engage in online courses. Unplanned (emergency) and planned absences can place students at high risk for not meeting expected course outcomes and being unsuccessful in a course. This policy provides a proactive approach for early identification of at-risk students based upon attendance and activity in courses, and early intervention to promote student academic success.

2. Policy Statement

- a. Canvas course sites will be open to students no later than the Friday prior to the first day of class for the term. Students are expected to sign in to the Canvas course site by the Wednesday of the first week to complete any required tasks. This action satisfies the first week class attendance requirements.
- b. Students are expected to sign into their active Canvas course site(s) at least once during the first week the course opens. Students should sign in to the course site(s) regularly throughout the term, or as directed by the course syllabus, to demonstrate active participation in each course and complete all assignments by the posted deadlines. The last canvas sign in date is considered to be the student's last date of class participation/ attendance.
- c. If a student is experiencing any external challenges impacting their course activities, they should reach out immediately or as soon as logistically possible to the course faculty and/or their assigned academic advisor to explore options to facilitate their academic success, including, but not limited to: referral for Title IX accommodations, referral for Educational Access Center, eligibility for receiving an incomplete grade, timeline and implications for withdrawing from a course or course(s), or Student Health, Wellness, and Counseling referrals.
- d. In the event of an extended absence, students are expected to reach out to faculty in each course to develop a plan for success, to include the designation of new due dates for missed assignments or clinical hours, and the expectation of adhering to all remaining posted assignment due dates in all courses unless a student has requested to take an [incomplete](#).
- e. **Do not present medical documentation to your faculty member for review.** Students should present medical documentation directly to the [Educational Access Center](#) using their process and request accommodations through this office, who will process the request and confidentially communicate approved accommodations to the faculty.

3. Forms

[Graduate Student Success Plan](#)

4. Related Information

Boise State Policy: [Faculty Initiated Withdrawal \(Policy 4190\)](#)

5. Last Review Date

April 2025

6. Revision History

April 2025