



## ACADEMIC AFFAIRS POLICY

---

**NUMBER/TITLE:** AA-120, ONLINE STUDENT PARTICIPATION

**Covered Individuals:** Online Faculty and Students

**Strategic Plan:** SP 1.1.b

**Covered Locations:** All locations

**HLC:** Criterion 4.C.3

**Effective Date:** 6/22/2022

**Consultations:** VPASA, Academic Deans, VPETF, Director of FA, Registrar, Faculty (Academic Affairs Committee)

---

### POLICY STATEMENT

UIU requires that all students submit a required Week 1 assignment within each course(s) through the LMS during the first three days of the class.

### PURPOSE

Engage online students within the first week of class to establish and develop better connections and retain students.

UIU recognizes that many students elect to pursue a distance learning degree for its temporal and geographic flexibility. UIU further acknowledges that students are adult learners with varied personal and professional responsibilities, in addition to their obligations as students. Learning is a combination of individual study and engagement with other learners in a structured learning environment. Therefore, UIU expects that students meet their academic obligations with a high level of responsibility and timeliness.

### DEFINITIONS

*LMS* – Learning Management System.

### POLICY IMPLEMENTATION

Faculty are required to assign an activity that will be recorded in the LMS by the end of day three. To avoid being Administratively Withdrawn (AW), students must participate in each class they are registered for from the onset of the course. For the purposes of registration and financial aid, class attendance and participation at UIU are defined as engaging in an "academically related activity." While individual instructors may have specific requirements for specific classes, academically related activities must include submitting an academic assignment, taking an exam, completing an interactive tutorial, or participating in computer-assisted instruction (like a discussion board).

Academically related activities do not include:

- logging into an online class without active participation
- participating in counseling or academic advising
- notifying instructor of a scheduling conflict or an inability to participate in Week 1

Students who do not meet this requirement (as determined from the LMS) will be contacted and encouraged to engage and actively participate in class.

**CUSTODIAN**

Vice President for Academic and Student Affairs  
RELATED DOCUMENTS, FORMS, AND POLICIES  
None

**HISTORY**

| <b>New/Revision Number</b> | <b>Date PC Approved</b> | <b>Revision Change</b> |
|----------------------------|-------------------------|------------------------|
| AA-120                     | 6/22/2022 (by PC)       | New policy             |
|                            |                         |                        |
|                            |                         |                        |
|                            |                         |                        |