

Attendance and Tardiness Policy

The School emphasizes the need for all students to attend classes on a regular and consistent basis to develop the skills and attitudes necessary to thrive in the highly competitive labor market.

The specific requirements for attendance are the following:

- At the on-site locations, attendance is defined as attendance at a scheduled course meeting.
- Regular and substantial active participation online is required to achieve the minimum 70% attendance standard for graduation. However, for the CDL programs only, the minimum is 95% attendance with 100% attendance required for certain learning objectives.
- Students are only allowed a total of one excused or unexcused absence during their entire three- week Phlebotomy skills training.
- Students are only allowed up to a total of two excused or unexcused absence during their entire six-week Clinical Medical Assisting skills training.

Snow days, emergency closures, federal holidays and planned NTI closures do not factor into the minimum attendance requirements.

An important factor to student success, particularly online, is attendance and participation. Review the Class Activity page closely each week for assignments that are due or content that you are expected to review. Many students find that daily logging in is useful.

A student attends online courses by participating actively in classes or otherwise engaging in academically related activities. Examples of such activities that demonstrate “regular and substantial interaction” include but are not limited to:

- Contributing to an online discussion
- Submitting assignments
- Completing the test readings, and reviewing resources for study materials
- Completion of exercises
- Completing and submitting tests, and quizzes
- Student participation in interactive tutorials or simulations
- Participation in an online study group
- Initiating contact with a faculty member to ask course related questions

Note: Logging into class without active participation as defined above does not count as weekly attendance.

On occasion, unavoidable circumstances may arise such as sickness, hospitalization, or family issues. If you will be unable to login consistently in the given week, please contact your instructor via email to communicate the situation. A significant portion of your grade is based on assignments and discussion board participation.

Note: Requirements for student attendance and participation are also defined in the specific syllabi for those courses.

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Tardiness

- Students arriving late for a class or leaving early are considered tardy. Tardiness is a disruption of a good learning environment and is discouraged.
- Continued, excessive tardiness or absences in any class could lead to disciplinary action up to and including expulsion from class.
- Students who have not participated in class by failing to log in to the Learning Management System or failing to attend in an instructor-led course (whether



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live lecture or recorded) for 14 consecutive calendar days may be administratively withdrawn from their program of study.

- Students withdrawn due to non-attendance must appeal for re-enrollment. This can be accomplished by contacting their Admission's representative, completing necessary paperwork, completing an evaluation by completing necessary paperwork, paying any or all applicable fees.
- Appeals will be evaluated on a case by case basis.

Late Assignment Policy (Participation)

If you know that you will be absent or need to miss class for any reason, it is YOUR responsibility to communicate this to your instructor & devise a plan for you to complete the assignments and exams. Some assignments and exams may be able to be completed early per instructor, or Student Services discretion (and Campus management approval) to accommodate your needs. Excused absences with documentation will be considered for assignments and quizzes/exams but late work must be turned in on the student's first day back. If you have documentation from a doctor, the court, or military, your due date will be the first date that you return back to school (according to the documentation that you present). The late policy will then apply.

In the case of emergency:

- A phone call can be made to the Student Services office and a message can be communicated to your instructor. Please call the main phone number, 207-805-8000
- Student Services, Instructors and/or the Campus manager may also be emailed directly. Email address: ss@ntinow.edu
- NO make-ups will be allowed for Discussion Questions that were missed, unless otherwise approved by Student Services.
- Homework is time and date stamped to verify promptness. Assignments are due by 11:59pm Sunday and VA is 4pm Fridays. Homework submitted late will be subject to the following deductions:
 - One day late: 5% off of grade earned
 - Two days late: 10% off of grade earned
 - Three days late: 15% off of grade earned
- Anything submitted 4 days or later will not be accepted.

****NO late work will be accepted that does not fall within the constraints outlined above.**

Quizzes and Exams:

Each quiz is open at a designated time and time allotment which will be visible in Canvas. Please watch your time appropriately. If you are in the middle of a quiz you will not be able to submit after the deadline. The opportunity to retake a quiz will be at the instructor, or Student Services discretion (and Campus management approval if needed). The highest grade will be entered into the grade-book.

For make-up quizzes and exams, documentation must be provided. Acceptable reasons for missing a quiz or exam are as follows:

- A medical emergency.
- A mandated court appearance.
- Military duty

Quizzes and Exams will not be re-opened unless proper documentation and approval is provided.

Discussion Forum Guidelines

Each program and course has its own set of requirements and expectations in regards to Discussions. Please consult the Course Syllabus, Canvas Instructions, and reach out to your instructor with any questions.

Attendance Policy for Students Using Their GI Bill® Educational Benefits:

In compliance with public law 38 CFR § 21.4267 students who are using their GI Bill® educational benefits at Northeast Technical Institute are required by law to complete all program requirements on campus. All assignments, lectures, and hands on training must be completed on campus only. VA beneficiaries have till 4:00pm each Friday to complete weekly required assignments. Any student who fails to comply with the law will not earn credit or attendance for the work that was completed off campus. If it is found that constant failure to adhere to this policy keeps happening, you may be subject to dismissal.



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