



Office of eLearning, P.O. Box 668, Moorhead, MS 38761  
Phone: 662.246.6319 ♦ Fax: 662.246.6296 ♦ Email: vccdlc@msdelta.edu

## Attendance Policies for **Regular Session (8-Week)** MDCC eLearning Courses

### ***No Show Policy***

**100% Refund to MDCC Students. Refund to be determined by student's school if a non-MDCC Student.**

Student does not attend class during the first week of the session (8-week session). For eLearning courses, this process can be defined as when there has been no documentable engagement (discussions, assignments, quizzes) with the course content within the timeframe allowed. The student will not be charged for the course.

Student's LDA (last date of attendance) is within the first week of the semester (8-week session). The student will not be charged for the course.

**For non-MDCC students, refund to be determined by student's school.**

### ***Withdrawal Policy (Partial to No Refund to Students)***

If the student requests to be withdrawn, charges will be assessed as determined by the MDCC Business Office. Students from other schools taking MDCC courses will have charges regulated by their institution.

#### **MDCC Students taking MDCC Online Classes**

Students may not withdraw until the 60% date which is **April 12, 2023**. The withdrawal process may continue through **April 26, 2023** as long as the final exam has not been taken.

#### **MDCC Students taking Classes from Other Schools**

Students may not withdraw until the 60% date which is **April 12, 2023**. The withdrawal process may continue through **April 21, 2023** which is the last day to withdraw from a course through the MSVCC.

#### **Students from Other Schools Taking Classes from MDCC**

Students must withdraw through their school's office by **April 21, 2023**.

### ***Cut-Out Policy***

#### **MDCC Students Taking MDCC Courses**

Each eLearning instructor at MDCC has defined attendance markers within his/her course. A student in an 8-week eLearning class will be allowed 2 absence (2 missed attendance marker). On the 3rd absence, the student will be cut out of the course and will receive an F unless the student officially withdraws from the course within the announced withdrawal period, which is **April 12, 2023 – April 26, 2023**. The student will NOT be allowed to withdraw if the final exam has been taken. **Exception:** *If a student is on active military duty without internet connectivity, instructors will be apprised of the situation by the eLearning Coordinator. The instructor will not cut out the student and will allow the student to make up attendance markers and other work within a time frame agreed upon by the instructor and the military student.*

#### **MDCC Students Taking Courses from other Schools**

Each instructor at a sister institution has defined their own cut-out policy. Once reported to MDCC eLearning as cut-out, the cut out will be handled according to MDCC's cut-out policy above. One exception: The withdrawal must be handled no later than the last day to withdraw from a MSVCC course which is **April 21, 2023**. **Exception:** *If a student is on active military duty without internet connectivity, instructors at the sister institution will be*

*apprised of the situation by MDCC's eLearning Coordinator and their institution's eLearning Coordinator. The instructor will not cut out the student and will allow the student to make up attendance markers and other work within a time frame agreed upon by the instructor and the military student.*

### **Students from Other Schools Taking MDCC Courses**

Each online instructor at MDCC has defined attendance markers within their course. On the third missed attendance marker, the student will be cut out of the course. Once reported to MDCC eLearning as cut-out, this will be reported to the student's respective school and handled according to their school's policy.

### ***Pell Grant Requirement***

Federal Pell requires students to complete 60% of the semester in order for the grant to cover their expenses.

### ***How Do I Withdraw from an eLearning class?***

MDCC students may withdraw from an eLearning class by completing an online withdrawal form after the 60% date, **April 12, 2023**. The form may be found at [www.msdelta.edu](http://www.msdelta.edu), Programs, eLearning, Forms, Withdrawal Form. Forms received prior to **April 12, 2023** WILL NOT BE PROCESSED.

### ***How Do I Withdraw from School?***

Students wishing to officially withdraw from all classes at MDCC should begin the process in the Office of Advising in the Boggs-Scroggins Student Services building.

1. The student will visit with the Advising Coordinator in the Office of Advising where he/she will be issued a School Withdrawal form.
2. The student should obtain signatures from:
  - the **Library** (staff will check for any materials the student may have checked out and not returned)
  - the **Business Office** (staff will check for any fines the student may have incurred)
  - **Financial Aid** (staff will inform the student of the consequences resulting from a total withdrawal from MDCC)
3. The student will sign the completed form verifying his/her complete understanding of the consequences, which may result from a total withdrawal from MDCC. The student should then bring the signed form and their MDCC issued student photo ID card back to the Office of Advising for completion. Staff will sign the form verifying that the withdrawal process is complete. An e-mail will be sent to the instructors informing them that the student has officially withdrawn from MDCC. Upon receipt of the e-mail, each instructor should enter the LDA for that student into Banner.