

Attendance Policy

Northwest University's accelerated MBA program requires a high level of participation as a significant part of the student's learning experience. We believe that both faculty and students contribute expertise, wisdom, input, ideas and hence all are responsible for establishing a successful adult learning environment, one that values and enables learning for both students and teacher. We believe then, that students who are responsible for their own learning stand to gain the most because the greatest learning occurs, so the absence of a student reduces the learning experience of all students. In the case of an unavoidable absence, **students are responsible to contact the instructor the first night of the class to request permission for all non-emergency absences.**

Students who are not able to attend the first night of class for any reason must receive permission **in advance** from the instructor and the MBA advisor to remain in the class. If permission is denied, a student will need to drop the course and work with their advisor to adjust their schedule. International students will need to make sure they talk with their international student advisor from the International Student Office (ISS) to ensure they stay in status.

Students who need to miss consecutive weeks in a course are responsible to request permission in advance from the instructor and the MBA advisor. If permission is denied, the student is required to withdraw from the course. The student then needs to meet with the advisor to adjust their schedule. International students will need to make sure they talk with their international student advisor to ensure they stay in status.

One Absence

In the event of **one absence**, it is the responsibility of the student to contact the instructor in advance to make the necessary arrangements for assignments and the required make-up assignment that the instructor will provide the student.

Two Absences

In the event of an unavoidable **second absence**, the student is required to request permission prior to the absence from both the instructor and the MBA advisor, and it is at their discretion whether the second absence is permissible. If the permission is granted the student is required to do make-up assignments. If permission is denied, the student's grade may be dropped or they may be administratively withdrawn from the course.

Three Absences

A student **cannot** miss more than two class sessions, and if they do, they are required to withdraw from the course and repeat the course at a later date at their own expense. If a student stops going to class or misses more than two classes and does not officially withdraw, they will receive an "F" (Failing grade) for the course. The student should work with their advisor to adjust their schedule. International students will need to make sure they talk with their international student advisor to ensure they stay in status.

**College of Business
Masters of Business Administration**



International Students

International MBA students must follow the attendance policy as established by the College of Business. Your “status” as an F-1 visa student in the United States is contingent upon your following of the rules and regulations associated with your visa type. If you follow the guidelines listed below, update your immigration records regularly, and visit with the international student advisor when you have questions about immigration issues, you should have no problem maintaining your immigration status.

1. You must take a full selection of classes (typically 6 semester credits) offered each term in the graduate programs.
2. If you are worried that you may not be passing a class, or if you want/need to withdraw from a class for any reason, or if you need to take a break, do not drop a class or change grade options without discussing it with an international student advisor at the ISS office and the MBA Program Coordinator. If you fall below full-time student status, you will fall out of status.

Adding Classes:

Due to the accelerated nature of our courses, students should register for their classes at least one week prior to the first class session, which allows students time to address textbook readings and assignments prior to the first class sessions. Additional time may be required for students who have not yet acquired the course textbook(s).

Dropping Classes:

Students must drop a course within six days of the first class session. Forms received after this deadline will be considered as a Course Withdrawal.

Course Withdrawal:

Students may withdraw from a course any time prior to the date of the last class session but no tuition adjustment will occur. If the student decides to withdraw after the add/drop deadline, they will need to notify the Registrar’s Office. The add/drop deadline is one week after the official semester has starts. Students are required to notify the Registrar and will receive a grade of “W” for the course from which they have withdrawn. This is a permanent grade on the transcript but it will not affect GPA. If a student stops going to class or misses more than two classes and does not officially withdraw, they will receive an “F” (Failing grade) for the course. A failing grade will affect the student’s GPA. A grade of “W” or “F” may affect the student’s financial aid, and tuition charges remain in effect for current courses. A student may repeat the course at a later date but will do so at his/her own expense.