Class participation is essential to success no matter the course format or its delivery.

Attendance requirements vary. It is the student's responsibility to ascertain what each instructor requires. If a student will be absent, it is his or her responsibility to inform the instructor and to abide by the attendance requirements as explained in the course syllabus. Unexplained absence from class or failure to meet an assignment deadline may seriously affect the student's academic progress and may result in a final grade of F.

**"I Am Here" (IAH) Process**

After course registration, students are required to verify their intent to enroll in College of Professional Studies class(es) through their myNortheastern account during the first week of each class start. This verification process is called "I Am Here." Students who fail to complete this process on time will be dropped from their class(es), which may impact their financial aid or international student visa eligibility.

Students are responsible for ensuring completion of the "I Am Here" process, which requires that they do not log out of the system early. Students who do not receive a “Successful Completion” message have not reached the end of the procedure and must start again. Sometimes it may take 24 hours before students can restart the procedure.

Students who experience difficulty with the process or have questions should email registrar@northeastern.edu the Office of the University Registrar.

**Absence Because of Religious Beliefs**

Any student who is unable, because of his or her religious beliefs, to attend classes or to participate in any examination, study, or work requirement should be provided with an opportunity to make up such examination, study, or work requirement that he or she may have missed because of such absence on any particular day; provided, however, that such make-up examination or work should not create an unreasonable burden upon such school. Students should make appropriate arrangements with the instructor in advance of the absence, preferably at least two weeks before the religious observance.

**Absence Because of Jury Duty**

Members of the university community are expected to fulfill their obligations to serve on a jury if called upon. A student selected for jury duty should inform his or her instructors. They will provide a reasonable substitute or compensatory opportunities for any required work missed. A student with such an absence will not be penalized in any way.

**Absence Because of Military Deployment**

See "Leave of Absence Due to Military Deployment (http://catalog.northeastern.edu/professional-studies/academic-policies-procedures/absence-withdrawal)."

**Nonattendance**

Nonattendance does not constitute official course dropping or withdrawal, which means the student is fully responsible for the academic and financial consequences.

A student who registers for a course and completes the "I Am Here" process but does not officially drop the course by the deadline, regardless of his or her level of participation or attendance/nonattendance, is responsible for paying 100 percent of the tuition charges and applicable fees and the final earned grade. A student in this situation may earn an F grade that will be part of his or her permanent academic record.

Like all grades for courses attempted and/or completed, a grade earned due to nonattendance impacts a student's academic progression, an international student's visa eligibility, and a federal financial aid recipient's aid eligibility and award.