

# Working Ahead

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CSU Global's online, asynchronous courses offer flexibility and convenience to fit your schedule. We understand there may be times that you need to work ahead in your course to be successful. Here are a few policies and guidelines to help you plan accordingly:

## Attendance Policy

In CSU Global's flexible, online learning environment, we track attendance based on when you submit graded assignments in the course, such as a Critical Thinking Assignment, Discussion Board post, or a Mastery Exercise. To show your intent to attend a term, you must post attendance in each course by turning in a graded assignment during week 1. If you do not post by the 8th day of the course you will be unregistered and refunded the cost of tuition. One important note here is that we do not track attendance during the open house period (the weekend before the term officially begins), so if you work ahead on any assignments during this time, be sure to wait until Monday when the term officially begins to submit your assignments and get credit for week 1 attendance.

Once you have posted your attendance verification for week 1, you are expected to actively engage and participate in your class and turn in your coursework according to the syllabus so you can stay on track. If you don't participate in a course for 21 consecutive days, you will be administratively withdrawn from the course but are still responsible for the cost of tuition. For this reason, if you are working ahead in your course, be sure to post at least once every 21 days to avoid an attendance withdrawal. You can have your assignments completed in advance, but wait to submit them the week that they are due to stay actively engaged.

## Weekly Assignments and Late Policy

Each week in class, you will have various assignments due. Every course is broken into modules and students should plan to complete the module and assignments between Monday and Sunday of each week. Although students have access to all modules by day 1 of the term, there are weekly deadlines and participation expectations to be mindful of if working ahead. One of the assignments you will see most weeks in your course is the Discussion Board assignment. You are required to submit your initial post by 11:59 pm MST on Thursday to receive full credit. You are also required to reply to at least two other threads that week which are due by 11:59 pm MST on Sunday. Due to the interactive nature of the discussion board post, this is an assignment that cannot be submitted outside of the week it is assigned. Again though, you can have your assignments completed in advance and just wait to submit them the week that they are due to stay actively engaged.

## Submitting Ahead & Communication

If you are needing to submit an assignment before the week it is assigned in your course for any reason, be sure to communicate with your instructor for approval and additional guidance to help you be successful. Your Success Counselor is also here to help you make a plan and review any relevant policies and information to keep you on track.

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