

## Introduction to D2L Course

### Policy

Students who registered for an online or hybrid course(s) for the first time at CMU must successfully complete the Introduction to D2L course (formerly D2L Orientation) to access the content in their online or hybrid course(s). Students will be given unlimited attempts to pass the course with an 80% or higher before the deadline identified. The deadline is determined based on the semester or mod in which the course is offered and the time a student registers for a course. Failure to pass the Introduction to D2L course before the deadline will result in being dropped from the online or hybrid course(s). No overrides will be granted.

### Procedure

1. A welcome email will be automatically sent to students' CMU email accounts shortly after registering for an online or hybrid course for the first time. The email contains important information about the Introduction to D2L course and the due dates.
2. Students will be given unlimited attempts to pass the course until the due dates for the part of the term in which the course is offered (i.e. 1st mod, full term, etc.).
  - The Office of Distance Education uses the "Adding" deadline dates announced by the Registrar's Office as reference points to schedule the due dates for the Introduction to D2L course.  
(<http://www.coloradomesa.edu/registrar/important-dates/fall-deadlines.html>)
  - If a student adds a course before the "Online Add Period" date, the deadline for the Introduction to D2L course is two days after the "Online Add Period" date.
  - If a student adds a course during the "Late Add Period", the Introduction to D2L course deadline will be 2 days after the student added the course. Please advise students to check their emails for the specific dates and times.
3. Students must complete all the required activities and pass the final quiz with an 80% or higher in the course to pass.
4. Students will receive several reminder emails before each deadline until they pass the course.

5. Students will receive a confirmation email if they pass the Introduction to D2L course before the deadline.
6. Hybrid course students should continue to attend the on-campus portion of the course while they work to complete the Introduction to D2L course.

### Failure to Pass

- Failure to pass the Introduction to D2L course before the add/drop dates will result in denied access to the corresponding online or hybrid course(s). The student will be dropped from that class. **No overrides will be granted.**
- Students will be notified by CMU email if they will be dropped from their online or hybrid course.
- The instructors will be notified by CMU email if their students will be dropped from their online or hybrid courses due to their failure to pass the Introduction to D2L course.
- The instructors have the right to drop or withdraw students from their course.
- Students should not contact the instructor about the Introduction to D2L course.
- Students will be able to register for online or hybrid courses in future semesters; however, they must pass the Introduction to D2L course in the future semester to be eligible to take those courses.