



Adult & Graduate Studies Online Course Policies

These are general course policies for all Oklahoma Wesleyan University Adult & Graduate Studies Online courses. Policies in this document may be overruled by policies written in the Course Syllabus for the course you are taking.

Where to Find Help

If you need help with the Blackboard Learn software, first look at the Help link on the left sidebar. All questions concerning this particular course should first be directed to your course instructor using the Send Email feature found in the Tools link on the sidebar. If your instructor recommends that you contact OKWU's Technical Support Help Desk, please email onlinesupport@okwu.edu.

Student Email Policy

All email communication between students, faculty and staff is to be done through OKWU email addresses only. Please send emails to faculty and staff using your @okwustudents.edu email account. If you need help accessing your account please send an email to accounts@okwu.edu.

Right of Revision

In the event of any necessary revision of the course syllabus, the student will be informed through a course announcement in Blackboard.

Online Course Attendance Policy

Effective July 1, 2015, the Adult and Graduate Studies Programs will implement the "Use It or Lose It" enrollment policy for online and on-ground students. Attendance and participation are expected in all class sessions. Non-participation during the first week of a class will result in the student being automatically dropped from the course. Non-attendance/non-participation in subsequent weeks will result in a letter grade for the course based on all academic work including participation as defined by the course syllabus.

- Faculty will identify non-attending (non-participating) students for the first class session (first on-ground class session or first week of online course) and will report those students to the Office of Adult and Graduate Studies.
- The Registrar will drop the student from the class per information received from the Office of Adult and Graduate Studies.
- Students dropped in the first week of class will receive a full tuition reversal for that course. Students should contact the Financial Aid department to see if the drop will affect their aid for the term. Changes in Aid may affect the student's account and create a balance.
- The Registrar will notify students through their OKWU email that their enrollment in the course has been removed.

Defining Attendance – Online Courses

- For online courses, participation is defined as completing the Course Participation survey by Sunday midnight of Week 1 of the class.

- If an online student has not completed the Course Participation survey by Sunday midnight of Week 1, the student will be dropped from the course *regardless of other work posted*.
- Please note that logging into an online class through Blackboard does not constitute as being in attendance.
- **Students MUST complete the Course Participation Survey to remain enrolled in the course.**

Late Assignment Policy

All assignments that are not submitted by the due date listed in the syllabus will receive a 10% reduction per day up to five days. If an assignment is not turned in within five days, it will not be allowed be submitted and will receive a zero.

Assignments for the final week of class must be submitted no later than midnight on Sunday of the final week or as scheduled. If a student cannot meet this deadline, he or she must notify the instructor. Late assignments must be submitted by Tuesday midnight following the last day of class and incur a penalty. These late assignments will be subject to a 10% reduction in points for each day they are submitted late. Assignments will not be accepted after midnight on Tuesday following the last day of class and will receive a grade of zero.

It is the student's responsibility to contact the instructor prior to the last day of class and advise if an assignment will be submitted late. If no contact is made with the instructor, the student may receive a grade of zero.

Administrative Withdrawal from Program

An AGS student who receives two consecutive Administrative Withdrawal (AW), Withdrawn/Failing (WF), Failing (F), or Incomplete (I) grades will be Administratively Withdrawn from the program and will not be allowed to continue with the class cohort.

To get reinstated in a program, the student contacts the Academic Advisor to register for the courses that need to be repeated.

Once the failing courses have been successfully repeated, the student will be reassigned to a new class cohort, based on availability, and be permitted to join the new class cohort at the appropriate course.

Appeals Process

A student who has questions or concerns regarding any aspect of a course should first raise their concerns with their professor. If no satisfactory resolution is reached, the student or instructor is encouraged to communicate with the Dean of Online Education, Dr. Bryan Easley.

Dropping Courses

A student may drop a course by logging into Web Access and submitting the drop to the Advisor for approval.

A student may drop a course through the second week (Fees and tuition apply as outlined in the Adult and Graduate Studies Financial Information section) by logging into Web Access and submitting a drop to the academic advisor. If a student drops after the second class session they will receive a WP if doing passing work, or a WF if doing failing work.

APA Format

Unless otherwise noted, all written work is to be completed in APA format. Please refer to the *Pocket Guide to APA Style* and the APA Resources section of the Drake Library page on Blackboard for guidance.

Final Grade Scale

The grading scale applied by Oklahoma Wesleyan University for this course is:

A	100 - 93%
A-	92.99 - 90%
B+	89.99 - 87%
B	86.99 - 83%
B-	82.99 - 80%
C+	79.99 - 77%
C	76.99 - 73%
C-	72.99 - 70%
D+	69.99 - 67%
D	66.99 - 63%
D-	62.99 - 60%
F	59.99 - 0%

Academic Honesty Policy

Oklahoma Wesleyan University seeks to develop mature Christian leaders and scholars who produce their own scholastic work and who demonstrate integrity under all conditions. The practice of academic honesty is a high priority in our community. Failure to meet this standard is considered a most serious offense. The Academic Honesty Policy at OKWU includes all that is described in the OKWU Student Handbook 2014-2015 and

the OKWU Catalog. This includes any examples of cheating on assignments, copying another student's work, recycling your own work, or plagiarism as outlined in the catalog.

At the instructor's discretion, student discussion board submissions and written assignments may be submitted to Turnitin, an online plagiarism check tool. Any instance of cheating or plagiarism will result in any or all of the following consequences: (1) A substantial reduction of the grade for that assignment, (2) an "F" for the assignment, (3) failure of the course. Additionally, any act of Academic Dishonesty will be reported to the Dean of Online Education, and to the Office of the Associate Vice President for Academic Affairs. Academic Dishonesty may lead to suspension or expulsion from the university.

Academic Quality

The academic quality of online education is maintained by following the same academic review and scrutiny as programs offered throughout Oklahoma Wesleyan. The University provides the same level of support services that faculty and students receive in all their programs. The objective of Oklahoma Wesleyan Online is to deliver high quality education to students both on and off campus using technology based environments and delivery systems.

Faith Integration Components

Oklahoma Wesleyan University is built upon a foundation of Biblical authority, which seeks to glorify God by integrating faith, learning, and living. Key Faith Components are integrated into this course through weekly devotionals, integration of a Christian worldview into the curriculum, and through interaction and discussion with the instructor. You will find weekly devotions in each week's assignment area as well as a Spiritual Life discussion forum within each week's Weekly Discussions folder.

Discussion Format & Guidelines

Policy of Online Discussion Forums: The posting of information contained in discussion forums does not necessarily reflect the views of Oklahoma Wesleyan University, and in no event shall Oklahoma Wesleyan University assume or have any responsibility or liability for any information posted or for any claims, damages, or losses resulting from the use and/or appearance of such information. Oklahoma Wesleyan University reserves the right to refuse to post, edit, or remove, in whole or in part, any information that is, in the University's sole discretion, of unacceptable or undesirable content.

Authorship and Credit: Students should be advised that all material must be of their own authorship, and when quoting another source or referring to another person's work, a reference should be made in the appropriate manner.

Weekly Threaded Discussion: Students are required to participate in the weekly threaded discussions, which are located in the Weekly Discussions folder. Participation requires, at a minimum, an original response to the discussion question as well as two or more replies to your classmates' postings. Threaded discussion represents the facilitation portion of a traditional classroom. It provides the opportunity for students and the faculty to interact regarding a concept. The typical process of a threaded discussion is as follows:

1. The initial posting will be a sentence or two that asks a profound question drawn from the weekly reading. The instructor will post the initial question.
2. Students respond to the initial question by submitting a response (at least 250 words) that answers the question.
3. As you create your response, be sure to reference a theory or concept supported in the reading for the week along with outside sources and practical real-life experience. The response will either challenge or support the post you are answering. In addition to challenging or supporting the post, students will close their individual posts with a leading question for the next student to address.
4. Other students will read the initial post and the follow-up posts and then respond to the question embedded in the student's response with critical thinking and another leading question. As students respond to each other, the thread of discussion builds throughout the week. Reply posts to other students must be at least 150 words.
5. As the thread builds, other students will initiate new threads as new directions spin off of the initial concept. Other students will join in the newly created thread so that by the end of the week, there are multiple threads, all addressing a perspective of the initial thought.
6. The faculty member will step in from time to time to support, clarify, or further facilitate the discussion.
7. The next week, a whole new set of threads begins with an initial question that is again posted at the start of the week.

Students are required to interact on one week of discussion at a time. The grading of the threaded discussion is based on several requirements; if all are met, the student will receive full credit for the week of discussion. Any components that are missing will result in the reduction of the student's weekly grade for the discussion. a) All students must submit a post (a written response) a minimum of three times that is at least 250 words, and two replies to other students per forum that is at least 150 words. b) Each post must demonstrate critical thinking, support from the readings, or outside material including workplace experience. c) Each post must conclude with a closing question that prompts another thread. d) Students must respond to at least one post by no later than midnight Tuesday of the individual week, to ensure that all students are actively engaged in the weekly discussion and not submitting all of their posts on the last day of the week which results in very little added value to the weekly discussion.