



# ONLINE CLASSROOM POLICIES

## ONLINE CLASS TERM DATES

An online week for undergraduate students is Monday through Sunday. Each Module will begin on a Monday and end on Sunday at midnight. Arizona Christian University (ACU) requires all students enrolled in an online course to attend every week. Classroom room attendance is marked by activity in the online classroom.

## CLASSROOM PARTICIPATION REQUIREMENTS

Student participation in the online classroom is paramount to the online learning experience and accounts for a large part of the student's final grade. Participating in the weekly discussion forum allows students and faculty to share experiences, examine the relevant subject matter, share expertise, and study the content from new perspectives.

ACU requires online students to post within the online classroom at least three times per week. Additionally, students must post to the discussion thread a minimum of five times per week.

NUMBER OF REQUIRED PARTICIPATION DAYS PER WEEK	NUMBER OF WEEKLY POSTS WITHIN THE DISCUSSION FORUM
3	5

Participation points are earned by posting substantive, quality messages to fellow ACU classmates and faculty within the weekly discussion forum. Specific courses may have alternative participation requirements. Students are encouraged to consult with the faculty member before the course start.

### Initial Discussion Post Requirements:

1. Discussion question (DQ) #1 is due on Day 3 (Wednesday) of the week.
2. Discussion question (DQ) #2 is due on Day 5 (Friday) of the week.
3. Student initial posts to the DQ should be a minimum of 150 words. Each initial post must include a minimum of one scholarly citation that supports your views/ideas being presented. References must be in APA format.

### Follow-up Discussion Post Requirements:

Students are required to respond to three classmates within the weekly discussion forum for full participation points. No minimum word count required. However, the following must be achieved:

- Demonstrate deeper or broader thoughts about a topic, rather than just rephrasing what the textbook has to say on the topic.
- Response encourages further discussion and ongoing dialogue with other students in the class.
- Communicate in a professional and supportive manner, and with a respectful tone.
- Include proper scholarly citations to support the idea being presented.

## LATE POLICY

All weekly assignments are due on Sunday by 11:59 PM Arizona time. Assignments submitted after the **"due by"** dates will be subject to a 10% penalty for each day the assignment is late, for a maximum of five (5) days.

No assignment can be accepted for grading after midnight on the final day of class unless prior arrangements for the grade of an Incomplete have been granted due to extenuating circumstances. You must contact your instructor through email to maintain accurate records for assignment extensions.

## **GRADING SYSTEM**

The University grading system can be found by referencing Arizona Christian University's Academic Catalog.

### **What to Expect from Faculty**

1. Students can expect a seven day grading turnaround time frame from when assignments are due. If a student submits an assignment before the due date and wishes to receive quicker feedback, please reach out to your instructor with your request as faculty are only required to return assignment feedback and grades within the seven-day timeframe of when an assignment is due.
2. Faculty are required to provide constructive feedback for all weekly assignments. The feedback for the assignments will be in addition to the rubric included in the classroom (if assignment has rubric).
3. ACU policy requires adjunct faculty to respond to student inquiries within 24-48 hours.

If you experience difficulty receiving turnaround times described above, please reach out to your EMS for assistance.

## **PLAGIARISM**

Plagiarism is the act of claiming credit for another's work, accomplishments, or ideas without appropriate acknowledgment of the source by including in-text citations and references. Whether this happens deliberately or inadvertently, whenever plagiarism has occurred, you have committed a Code of Conduct violation.

Plagiarism includes:

- Representing the ideas, expressions, or materials of another without due credit.
- Paraphrasing or condensing ideas from another person's work without proper citation and referencing.
- Failing to document direct quotations without proper citation and referencing.

Depending on the amount, severity, and frequency of the plagiarism committed, students may receive in-class penalties that range from coaching (for a minor omission) to zero credit for a specific assignment. In addition, University-level penalties may also occur, including suspension or even expulsion from the University. ACU uses Turnitin as its plagiarism checking software.

### **TURNITIN:**

Turnitin (TII) is hosted in Canvas and is the licensed plagiarism monitor by ACU. Turnitin provides instructors and students originality reports of submitted, text-based work. Only assignments that are "Online/digital" submission types and have "Text entry" and/or "File Uploads" entry options selected can use Turnitin.

Each paper and presentation will automatically be placed into the TurnItIn (TII) dropbox upon submission in the online classroom (unless the instructor disables this feature). An originality score above 25% is unacceptable and will be returned to you for editing. If the final work is submitted after the due date, you will be docked credit for submitting late. Please allow yourself sufficient time for the TII scoring and submission due dates to avoid losing credit.

If you are at all uncertain about what constitutes plagiarism, please access the Student Tool Box (also known as "**orientation**"). Also, student orientation highlights the ACU's academic integrity policies and standards.

Note: Not all instructors require students to submit their papers and presentations to TII.

## **GRADE OF INCOMPLETE**

A final grade of Incomplete may be granted at the discretion of your professor; however, students must meet certain specific criteria before this grade accommodation is even possible to consider. The grade of Incomplete is reserved for times when students experience a severe extenuating circumstance or a crisis during the last week or two of class, which prevents the completion of course requirements before the close of the grading period.

Students also must be passing the course at the time the request is made.

- Please contact your professor by email if you are having difficulties in meeting course requirements or class deadlines. In addition, if you are experiencing personal challenges or difficulties, it is best to contact your Enrollment Management Specialist to discuss the options that might be available to you, as well as academic and financial repercussions.

## **STUDENT CODE OF CONDUCT**

In accordance with ACU's policy as stated in the Catalog and Student Handbook, it is the expectation that all communication that takes place in the classroom will be presented professionally, using appropriate language and a collaborative tone, while demonstrating respect for the viewpoints and values of all class members, even if they do not coincide with your viewpoints and values.

All procedures regarding conduct, including computer conduct, will be followed as outlined in the ACU Student Handbook. Cheating, fabrication (making up information or sources), and plagiarism (copying) will be subject to strict disciplinary action. A student found cheating, fabricating, or plagiarizing may receive a 0 for that activity and may be referred to the Dean of Students for disciplinary action; this may result in class withdrawal. Since this rule is strictly enforced, please avoid all appearance of academic dishonesty.

Professionalism online is required. Professionalism includes behavior that others find unwelcome or offensive within the discussion threads. Students who cannot meet these expectations may be pulled from a course, which causes a loss of financial aid funding.

## **ATTENDANCE**

Attendance is mandatory. Student attendance is tracked through discussion posts and assignment submissions throughout the week. Please refer to "Classroom Participation Requirements" on page 1 of this document to explain the posting/attendance requirements.

## **ACCOMMODATION AND SPECIAL NEEDS**

Your instructor is willing to make any reasonable adaptations for limitations due to any disability, including a learning disability, in keeping with ACU policies and the Student Handbook. Any student with documented certifiable special needs should contact the office of the Director of Academic Services on campus, and they will inform your instructor of the proper accommodations you are eligible for. If you have a special need, even on a temporary basis, it is your responsibility to contact this office as soon as possible to disclose your disability information and discuss your accommodation needs. Students are required to make their requests in writing using the *Accommodation Request and Documentation Form* and document their disability in accordance with ACU policies and procedures. Documentation of the disability must be current (*not older than 1 year*) and provided by a qualified healthcare professional such as a diagnosing or current physician, psychiatrist or psychologist. It must comply with the requirements for documentation outlined on the *Accommodation Request and Documentation Form*.

Accommodations are not retroactive. ACU reserves the right to verify all professional documentation and determine reasonable accommodation for any disability, including learning disability. Please see the Student Handbook for current detailed information regarding accommodation and special needs.

### **RETENTION OF EXAMINATIONS AND ASSIGNMENTS**

Instructors will retain copies of student examinations and assignments not returned to students for one semester in case of a dispute between a faculty member and a student in assigning or recording a grade. After that time, instructors may discard course materials in a manner that preserves student confidentiality.

### **DROPPING A CLASS**

Please refer to the Arizona Christian University Academic Catalog for the add/drop policy.

### **TUITION REFUND POLICY**

Please refer to the Arizona Christian University Academic Catalog for the tuition refund policy.