# Policies

**Attendance Policy**
The online model of instruction requires active student participation for successful completion of the course/program. All work will be due on the original due date (unless prior arrangements have been made with the facilitator) along with any make-up assignments given by the facilitator. Students who do not communicate with instructors via class discussions, chat rooms, or emails for one week during the course will be required to complete make-up work as assigned by the instructor. Student course grades will be reduced by one letter grade for each subsequent week a student does not participate. If a student has not logged in by the end of the second week of class, the student will be dropped from class. Please contact the Office of the Registrar if you have additional questions related to the Add/Drop/Withdrawal policies. (Tel: 573.592.4249 or http://www.williamwoods.edu/current_students/registrar/index.html)

**Drop Policy**
Students who wish to withdraw from a course must notify their academic advisor in writing (email). A grade of "W" will be entered. W grades do not count in a student's semester or cumulative GPA. The withdrawal is not official until the paperwork is processed through the Office of the Registrar. A student who simply stops going to class or who fails to notify the advisor according to the deadline will receive a letter grade based upon the entire semester/term's work. The scheduled deadline to drop a course for 16-week semester courses is approximately ten weeks into the course. Comparably, students in 8-week courses will have through the end of the fifth   week of the course to withdraw with a W grade. Students who attended or participated in the course on or after the first scheduled day will be charged full or a prorated tuition for courses dropped after the first week (5th business day).

**End of Course Surveys–**
William Woods University values your feedback regarding online courses. To ensure continual improvement of online courses, materials, and instruction, the Course Evaluation is a required activity. Please note that you will not be able to complete your final course assignment, exam, or discussion forum until the Course Evaluation has been submitted. Your course evaluation responses **are anonymous**, and will not be viewed by the instructor until the term is completed. Please contact the Office of Distance Education at Online@WilliamWoods.edu if you have any question relating to how the end of course survey is conducted;

**Syllabus Changes**
A syllabus may be revised at the discretion of the instructor without prior notification or consent of the students. The syllabus presents an approximate expectation of course progress. Any changes will be announced in class.

**Student Assignment Retention**
From time to time, student assignments or projects will be retained by the instructor/university for the purpose of academic learning or assessment. In every case, should the assignment or project be shared, the student's name and all identifying information about that student will be removed from the assignment or project.

**Grade Appeals Policy**
Undergraduate students should refer to the Undergraduate Catalog and Graduate students should refer to the Graduate Catalog for information on grade appeals.
https://www.williamwoods.edu/catalogs/1617/undergraduate/policy_detail.aspx?Policies_id=18
or
https://www.williamwoods.edu/catalogs/1617/graduate/policy_detail.aspx?Policies_id=112


**Incomplete Grade Policy**
Undergraduate students should refer to the Undergraduate Catalog and Graduate students should refer to the Graduate Catalog for information on incomplete grades.
https://www.williamwoods.edu/catalogs/1617/undergraduate/policy_detail.aspx?Policies_id=21
or
https://www.williamwoods.edu/catalogs/1617/graduate/policy_detail.aspx?Policies_id=116

**Plagiarism and Academic Integrity Policy**
Undergraduate students should refer to the Undergraduate Catalog and Graduate students should refer to the Graduate Catalog for information on plagiarism and academic integrity.
https://www.williamwoods.edu/catalogs/1314/undergraduate/policy_detail.aspx?Policies_id=51
or
https://www.williamwoods.edu/catalogs/1617/graduate/policy_detail.aspx?Policies_id=65


**Online Course Components**
Online courses through WWU consist of a mix of forum discussions, graded assignments, quizzes, papers, analyses, case studies, etc.  Due dates are posted in each course.  The forum discussions are required weekly.

Questions to your instructor can be posted through 1) the Moodle Message System; 2) the Open Collaboration and Sharing Discussion Forum;  or  3) direct email to the instructor's WWU email address.  If you utilize the Open Collaboration and Sharing Discussion Forum for your questions, all students will be able to see the question and may benefit from the response.

In most cases, instructors will provide their phone number. If the course is one that is highly technical or complex, it is often beneficial to speak directly to the instructor rather than through email.

Quizzes are usually timed and allow only one attempt.

**Assignment Submission**
It is a student's responsibility to maintain the computer hardware and software required to submit assignments in the manner requested by an instructor. Technical difficulties are not valid excuses for not submitting assignments by the date due unless it can be verified that the difficulty is due to a system/server failure at WWU. Instructors may make exceptions to the policy, but are not required to do so. Files submitted to WWU through the Moodle will remain available for a limited time. Students should not expect to be able to retrieve work that has been submitted to a class that has been removed or archived.

# ADA Guidelines

Students who choose to disclose a disability are responsible for notifying the university of their disability prior to the beginning of a course. Questions about disability services should be directed to the university's Coordinator for Disability Services at 573.592.1194 or ADA@WilliamWoods.edu.

# Online Etiquette

**Brave New Electronic World**

Welcome to the world of online courses. If you're like many people, this is your first experience with an online course. You may have taken some courses before, and you may also have had experience with some form of electronic communication, but an online course is a new area of social interaction and, as such, it has its own rules for interacting with others. This guide is intended to be an overview of appropriate etiquette for interaction in this new environment.

**Disembodied Discussions**

A key distinguishing feature of an online course is that communication occurs solely via the written word. Because of this, the body language, voice tone, and instantaneous listener feedback of the traditional classroom are all absent. These facts need to be taken into account both when contributing messages to a discussion and when reading them. Keep in mind the following points:

**Tone Down Your Language**

Given the absence of face-to-face clues, written text can easily be misinterpreted. Avoid the use of strong or offensive language and the excessive use of exclamation points. If you feel particularly strongly about a point, it may be best to first write a draft and then to review it, before posting it, in order to remove any strong language.

**Keep A Straight Face**

In general, avoid humor and sarcasm. These frequently depend either on facial or tone of voice cues absent in text communication or on familiarity with the reader.

**Be Forgiving**

If someone states something that you find offensive, mention this directly to the instructor.  Remember that the person contributing to the discussion may also be new to this form of communication. What you find offensive may quite possibly have been unintentional and can best be cleared up by the instructor.

**The Recorder Is On**

Think carefully about the content of your message before contributing it. Once sent to the group, there is no taking it back. Also, although the grammar and spelling of a message typically are not graded, they do reflect on you, and your audience might not be able to decode misspelled words or poorly constructed sentences. It is a good practice to check your comments using the spelling and grammar checking capability in your word-processor before posting them.

**Test For Clarity**

Messages may often appear perfectly clear to you as you compose them, but turn out to be perfectly obtuse to your reader. One way to test for clarity is to read your message aloud to see if it flows smoothly. If you can read it to another person before posting it, even better.

**Netspeak**

Although electronic communication is still young, many conventions have already been established. DO NOT TYPE IN ALL CAPS. This is regarded as shouting and is out of place in a classroom. Acronyms and emoticons (arrangements of symbols to express emotions) are popular, but excessive use of them can make your message difficult to read. Some common ones include:

| Acronyms | Emoticons |
|---|---|

| | |
|---|---|
| **FYI** = for your information | **:-)** = smiley face: happiness, pleasure |
| **B/C** = because | **:-(** = frowning face: displeasure |
| **W/** = with | **;-)** = wink |
| **BTW** = by the way | **:-0** = shock, surprise |
| **F2F** = face to face | **:-/** = skepticism, unease, apologetic |
| **FAQ** = frequently asked questions | |

## A Course is a Course

You may be familiar with many of the previous points if you have participated in other forms of electronic communication in the past. But online courses have some added constraints not present in other arenas. Keep in mind these additional four points:

### Remember Your Place

> An online classroom is still a classroom, and comments that would be inappropriate in a regular classroom are likely to be inappropriate in an online course as well. Treat your instructor and your fellow students with respect.

### Brevity Is Best

> Be as concise as possible when contributing to a discussion. Online courses require a lot of reading, and your points might be missed if hidden in a flood of text. If you have several points that you want to make, it might be a good idea to post them individually, in several more focused messages, rather than as a single, lengthy, all-encompassing message.

### Stick To The Point

> Contributions to a discussion should have a clear subject header, and you need to stick to the subject. Don't waste other's time by going off on irrelevant tangents.

### Read First, Write Later

> Don't add your comments to a discussion before reading the comments of other students unless the assignment specifically requests this. Doing so is tantamount to ignoring your fellow students and is rude. Comments related to the content of previous messages should be posted under them to keep related topics organized, and you should specify the person and the particular point you are following up on.

## Citations and Other Etiquette Sources

**Rinaldi, Arlene.** *The Net: User Guidelines and Netiquette*
**http://courses.cs.vt.edu/~cs3604/lib/Netiquette/Rinaldi/**

**Shea, Virginia.** *The Core Rules of Netiquette.*