

POLICIES

Online College 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 they do not participate.

Students who wish to withdraw from a course should consult with their academic advisor and complete the official schedule change form that is available in the Office of the Registrar. A grade of "W" will be entered. W grades do not count in the 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 process the withdrawal form according to the deadline will receive a letter grade based upon the entire semester/term's work. Please contact registrar office if you have additional questions related to the Add/Drop/Withdrawal policies. (Tel: 573.592.4249 or visit WWU website)

Drop Policy – The scheduled deadline to drop a course for the 16 week semester long courses is approximately 10 weeks into the course. Comparably, students in 8 weeks courses will have up through the end of the 5th calendar week of the course (the end of the 4th week for 6 week courses, the end of the 2nd week for 3 week courses) to withdrawal 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). (*Exception – 3 week summer courses. Students who attended or participated in the course on or after the first scheduled day will be charged full tuition for courses dropped after the end of the second meeting day.) Students must drop via written request to the Registrar's office (registrar.office@williamwoods.edu or fax: 573-952-1158).

How End of Course Survey Will Be Directed -- William Woods University values your feedback regarding this course and online learning. 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. Any question relates to how the end of course survey is conducted; please contact the office of distance education at Online@WilliamWoods.edu.

Changes in Syllabus—This 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 Assignments Retained—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.

Appeals Policy—To appeal a grade, send an email to your instructor's e-mail address within two weeks of receiving the grade. Overdue appeals will not be considered.

Incomplete Policy—Students will not be given an incomplete grade in the course without sound reason and documented evidence as described in the Student Handbook. In any case, for a student to receive an incomplete, he or she must be passing and must have completed a significant portion of the course.

Plagiarism and Academic Integrity Policy—William Woods University, founded on the principle of honesty, has long endeavored to maintain an atmosphere of academic integrity. In all academic work, it is important that the ideas and contributions of others be appropriately acknowledged, and that work that is presented as original is, in fact, original. Insuring the honesty and fairness of the intellectual environment at William Woods University is a responsibility that is shared by the entire campus community. Students are expected to adhere to the highest standards of honesty in their behavior. WWU online learning platform has integrated with **Turnitin.com services**, majority of assignments will be route to the Turnitin.com system to verify sources. Both instructor and students will be able to see the result. The following are examples of dishonest behavior and violations of the principle of academic integrity. These are examples and do not exhaust all conduct that could constitute violations of this academic integrity policy. Students are expected to refrain from:

1. Engaging in any academic work that is the product of joint effort, either inside or outside the classroom, not authorized by the instructor.
2. Plagiarism of any sort. You commit plagiarism by taking someone else's ideas, works, or other types of work product and presenting them as your own. You can avoid plagiarism by using proper methods of documentation and acknowledgement.
3. Cheating on an examination. You must not receive or provide any unauthorized assistance during an examination. During an examination you may use only materials authorized by the instructor.
4. Fabricate or falsify data or records. It is dishonest to fabricate or falsify data in laboratory experiments, research papers, reports, or other circumstances; fabricate source material in a bibliography or "work cited" list; or provide false information on a resume or other document in connection with academic efforts.
5. Attempting to gain an unfair advantage concerning academic work, including but not limited to:
 - a. unauthorized removal or defacing of material from a university room or service area.
 - b. unauthorized use of equipment and or technology, i.e., advanced calculators, computers, etc.
6. Engaging in other forms of deceit or dishonesty. For example, do not submit the same work for more than one course without explicitly obtaining permission from all instructors. Do not request any academic benefit, including an extension of time, a better grade, or a recommendation, from an instructor when the request is based on false information or deception. Do not engage in any other form of academic misconduct not covered here. If you are ever in doubt, ask the instructor for guidance.

ADA GUIDELINES

Students who choose to disclose a disability are responsible for notifying the university of their disability on a timely basis. Questions about disability services should be directed to the university's coordinator for disability services. Contact information is 573.592.1194 or ADA@WilliamWoods.edu.