



ONLINE COURSE POLICIES

Attendance

Learner attendance is counted by posting minimally once per week in response to discussion questions or submitting assignments. Posting to chat forums or e-mailing other course participants (including the faculty) does not count towards attendance.

Participation

Participation differs from attendance. Participation in a class involves being interactive with fellow learners and the faculty member whether in discussion, activities, or projects. Participation in each course will vary depending on the circumstances.

Due Dates

Unless otherwise noted, class assignments within an assigned week are due on Saturday by 11:59pm.

Unless otherwise noted, initial posts within the discussion boards are due Wednesday by 11:59pm, but students are encouraged to post sooner. This is in order to ensure quality interaction throughout the week. Unless otherwise noted, replies are due on Saturday by 11:59pm.

Late Policy

Late assignments should be avoided.

- **24 Hours Late:** Assignments submitted within 24 hours past the due date will have a 10% late penalty of the final assignment grade.
- **48 Hours Late:** Assignments submitted within 48 hours past the due date will have a 20% late penalty of the final assignment grade.
- **3-6 Days Late:** Assignments submitted between 3-6 days late will receive a 50% late penalty of the final assignment grade.
- Assignments submitted beyond 7 days past the due date are not accepted.
- Facilitators are not required to accept assignments submitted after the last night of class.

Plagiarism

CIU Online Studies expects you to be honorable in your studies and responsible for your own academic work. Dishonesty in assignments, examinations, written papers, or other work is contrary to scriptural principles of Christian living and an affront to fellow students and your instructors. Plagiarism occurs when you present another person's ideas or words as your own, or when you intentionally or unintentionally fail to acknowledge or cite the source of the ideas you use.

Acknowledging and citing sources involves placing quotation marks around all the material you have taken (or paraphrased) from books, articles, internet sites, other students' papers, or other work you have not personally produced. It also involves listing full information about that source in a footnote or a parenthetical reference. Specific examples of plagiarism include but are not limited to the following:

1. Borrowing the words, sentences, ideas, conclusions, examples and/or organization of an assignment from a source (e.g., a book, an article, another student's paper, a tape/video, an internet site) without acknowledging the source.
2. Submitting work done by another student—in part or in whole—in place of original work.
3. Submitting assignments received from the Internet, from commercial firms or from any other person or group.
4. Knowingly aiding another student in plagiarizing an assignment as defined above.

You may not submit work that is part of a group consultation unless it is related to an assignment your syllabus specifically indicates is to be completed as part of a group. If you study for an exam with a review group, you may not reproduce any answers that others have written and submit it as your own work. You may not share with others answers to exam questions you have composed in advance. Any of these actions will be considered plagiarism.

Plagiarism will result in academic penalty, and may result in failure in the assignment, failure in the course, and further disciplinary action.

Academic Success Center (ASC)

The ASC provides accommodations for students with disabilities (physical, psychological, learning & ADD). Requests may be made throughout the semester, and they will be kept confidential. (803-807-5611, academicsuccess@ciu.edu). Students already receiving services through the ASC should contact the professor so that together they can make the student's academic experience in this class as successful as possible.