



St. Andrews Center for Adult and Professional Studies

Online Courses Policies and Procedures Fall 2009 – Spring 2010

St. Andrews Presbyterian College will offer a selection of degree programs and selected courses, delivered online. These courses will carry college credit and grades will be recorded on the student's St. Andrews transcript. Regardless of delivery method, St. Andrews retains ownership of course materials and control of all aspects of course content, academic policies, graduation requirements, course evaluation, assessment, faculty selection, faculty preparation, and faculty evaluation.

Contact Information

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| Dr. William McConnell, Associate Dean for Adult and Extended Programs mcconnellwt@sapc.edu | 910-277-5262 |
| Dr. Edna Ann Loftus, Associate Dean of Academic Affairs eaol@sapc.edu | 910-277-5256 |
| Debbie Smith, Registrar smithda@sapc.edu | 910-277-5221 |
| Rita Johnson, Director of DeTamble Library johnsonrd@sapc.edu | 910-277-5049 |
| Kay Cavendish, Student Accounts kgc@sapc.edu | 910-277-5225 |
| St. Andrews Computer Services For email and internet connection issues only helpdesk@sapc.edu | 910-277-5014 |
| Course Technical Support For all course-related technical issues Use Help Center link within the course | 866-259-4329 |

St. Andrews Center for Adult and Professional Studies Academic Calendar

Fall 2009

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| Monday August 24 | First Day of the academic term |
| Tuesday August 25 | Online Session I classes begin All students receiving financial aid for the semester must be enrolled by this date |
| Tuesday, September 1 | Last day to add an online class Last day to drop an online class without a grade of W |
| Monday September 7 | Labor Day - No classes on the Sandhills Campus. All other classes meet as scheduled. |
| Tuesday, September 8 | Last day to drop an online class with a 50% refund |
| Tuesday, October 6 | Last day to drop an online class with a grade of W (no refund) |
| Thursday October 8 | Demi Semester 1 ends |
| Friday - Tuesday October 9 -13 | Fall Break |
| Wednesday October 14 | Classes resume Demi II Begins |
| Monday October 19 | Online Session I classes end |
| Tuesday October 20 | Online Session II classes begin |
| Tuesday, October 27 | Last day to add an online session II class Last day to drop an online class without a grade of W |
| Wednesday November 11 | Veteran's Day Holiday on Sandhills Campus. All other classes meet as scheduled. |
| Tuesday, November 3 | Last day to drop an online class with a 50% refund |
| Tuesday, December 1 | Last day to drop an online class with a grade of W (no refund) |
| Wednesday - Sunday Nov. 25 - 29 | Thanksgiving Break |
| Tuesday December 1 | Demi Semester II ends |
| Monday December 7 | Last day of in-seat classes |
| Tuesday - Monday Dec. 8 - 14 | Final Examinations for Sandhills campus classes |
| Monday December 14 | Online Session II classes end |

Spring 2010

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| Thursday January 7 | Registration |
| Monday January 11 | First Day of the academic term All students receiving financial aid for Spring semester must be enrolled by this date |
| Tuesday January 12 | Online Session I classes begin |
| Monday January 18 | Martin Luther King Jr. Day of service. No classes on the Sandhills Campus |
| Tuesday, January 19 | Last day to add a Session I online class Last day to drop an online class without a grade of W |
| Tuesday, January 26 | Last day to drop an online class with a 50% refund |
| Tuesday, February 23 | Last day to drop an online class with a grade of W |

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| Friday February 26 | Demi Semester 1 ends |
| Saturday - Sunday Feb. 27 - March 7 | Spring Break |
| Monday March 8 | Last day of Session I online classes |
| | In-seat classes resume |
| | Demi Semester 2 begins |
| Tuesday March 9 | First day of Session II online classes |
| Tuesday, March 16 | Last day to add a Session II online class |
| | Last day to drop an online class without a grade of W |
| Tuesday, March 23 | Last day to drop an online class with a 50% refund |
| Friday - Monday April 2-5 | Easter Break |
| Tuesday April 6 | Classes resume |
| Tuesday, April 20 | Last day to drop an online class with a grade of W (no refund) |
| Thursday April 26 | Last Day of In-seat classes |
| Tuesday April 27 | Demi Semester 2 ends |
| Tuesday - Monday April 27 - May 3 | Final Examinations |
| Monday May 3 | Online Session II classes end |
| Friday May 7 | Baccalaureate |
| Saturday May 8 | Commencement |

St. Andrews Presbyterian College Mission Statement

St. Andrews Presbyterian College educates its students to be knowledgeable and imaginative servant-leaders well prepared for a lifetime of learning, leadership, and service in an ever-changing and interdependent world.

The College fulfills its mission by:

- Engaging students with a curriculum informed by the values and intellectual traditions of its Presbyterian heritage, inspired by the openness of the liberal arts and sciences, and realized in dialogue among students and faculty
- Enabling students to develop a depth of knowledge and expertise in a chosen field of study, balanced by a breadth of knowledge that is interdisciplinary at its core, global in its scope, and practical in its application
- Encouraging students to strive for excellence in all aspects of their lives, through academic and co-curricular programs, with a due regard for physical, mental, and spiritual well-being
- Empowering students to break down intellectual, cultural, and interpersonal barriers in order to become creative, engaged, and contributing world citizens

**Developed by the Faculty Executive Committee
Reviewed by Faculty and Staff members
Endorsed by the Faculty January 30, 2008
Adopted by the Board of Trustees February 19, 2008**

Academic Policies

For a complete statement of the Academic Policies of St. Andrews Presbyterian College, please refer to the 2009-2010 Academic Catalog available online at <http://www.sapc.edu/catalog/>

Eligibility

Courses and degree programs within the St. Andrews Center for Adult and Professional Studies are open to students defined by St. Andrews as Adult Learners who have been admitted in accordance with policies adopted by the college. Fall and Spring semester online courses are not normally available to St. Andrews students enrolled full time on Main Campus. Summer courses are open to all students of the College

Communication

Communication with your professor will be via phone, on-line chat as scheduled, and email. When communicating by email, professors will use **only** your sapc.edu account. It is your responsibility to check that account regularly. Log into your St. Andrews account at <http://webmail.sapc.edu>. If you have difficulties with your webmail account, please contact St. Andrews Computer Services (910-277-5014) or email helpdesk@sapc.edu.

Your instructor will make every effort to respond to your questions as promptly as possible. You should expect a response from emails or voice mail messages within 48 hours. If you are unable to reach your instructor or if you are having issues in the class that your instructor cannot resolve, please contact Dr. William McConnell, Associate Dean for Adult and Extended Programs (mcconnellwt@sapc.edu or 910-277-5262)

Technical Assistance

With the exception of email issues, all technical assistance for your course(s) will be handled at 1-866-259-4329 or by clicking the **Help Center** icon on the course site.

Academic Dishonesty

(From *The Saltire*)

Acts of academic dishonesty including but not limited to cheating and plagiarism are violations of the Community Honor Code. Faculty members will respond to such violations in a manner they deem appropriate. The faculty member will report the incident and any action taken, including any impact on the student's grade, to the Associate Dean for Academic Affairs and to the student. According to the severity of the reported academic dishonesty or in multiple reports of academic dishonesty, the Dean of the College may take further disciplinary action and such action will become part of the student's permanent record. In the event a student feels the grade for a course is not a fair evaluation of his or her performance (including academic dishonesty), the student may initiate a grade appeal procedure as described in the Academic Catalog. The Dean of the College must ratify the decision of the grade appeal committee. The decision of the committee may be appealed to the President of the College. Grounds for appeal are:

- Severity or impropriety of sanctions
- Significant new evidence not reasonably available at the time of the original grade appeal committee decision, or
- Significant departure from the specified grade appeal procedures

Note: An appeal process is a review of the finding of the previous adjudicating body. It is not a new hearing on the original evidence. All evidence considered by the Grade Appeal Committee will be made available to the President of the College in the event its ratified decision is appealed.

PLAGIARISM, PARAPHRASING AND THE USE OF QUOTATIONS

Plagiarism is a Community Honor Code violation. It is the presentation of another's words or ideas as one's own, and thus is an instance of stealing, cheating, and lying. Institutions need to make clear what ethical principles guide the writing of critical essays and papers. This statement is made in order to clarify some of these points and to forestall claims of innocence and ignorance regarding plagiarism in its two most common forms: the use of direct quotations and paraphrasing.

Webster's New Collegiate Dictionary defines plagiarizing in this way: "To steal, purloin, and pass off as one's own the ideas, words etc. of another." If a student deliberately copies the exact words of a clause, sentence, or paragraph written by another without enclosing these words in quotation marks (or otherwise indicating a direct quote) and citing the source in a footnote, the student is guilty of plagiarism. If a student presents ideas of another person in his or her own words without citing the source in a footnote or parenthetical note, the student is guilty of plagiarism also. The mere fact that the student has not quoted the author's words directly does not absolve the student from the responsibility of giving credit for ideas from sources other than his/her own.

Plagiarism can be avoided by following careful procedures when paraphrasing and using quotations. Webster's New Collegiate Dictionary says that to paraphrase is "To say the same thing in other words. A restatement of a text, passage, or work, giving the meaning in another form." In general, the procedure for paraphrasing is this: the student should read the material to be paraphrased as often as necessary to grasp the substance of the writer's idea. Then, without referring to the source, the student should write a version of the idea. Finally, the student should check his/her statement against that of the original source in order to be sure that (1) the student has not unconsciously reproduced the author's words and (2) the student has accurately represented the thought of the source. Then the student should cite the source of the paraphrase in a footnote or parenthetical note.

Good scholarship requires the limited and discriminating use of quotations. The student should use quotations only when there exists the need to reproduce precisely the author's position or to show that the writer's phrasing was so vivid or felicitous that the student could not improve upon it. A critical essay or research paper should not consist of a series of paraphrases and quotations. The student must learn to remember the source of the ideas and information, and must clearly cite those sources relied upon. In addition, the paper must show in writing that the student can analyze, interpret, and evaluate the source materials, which are encountered.

For specific illustrations of appropriate uses of sources, guidelines for proper attribution, and examples of paraphrasing and plagiarism, see the following website:

<http://www.northwestern.edu/uacc/plagiar.html>

Accommodations for students with disabilities

If you have a documented disability that necessitates reasonable accommodations in class, it is your responsibility to contact Dr. Edna Ann Loftus, Associate Dean for Academic Affairs at eaol@sapc.edu. Dr. Loftus will facilitate the review of the documentation of your disability and determine what accommodations, if any, may be appropriate. Once this evaluation is complete, it is your responsibility to provide the instructor with the appropriate notice of academic accommodations suggested by Dr. Loftus. Please note that the Americans with Disabilities Act does not mandate accommodations that would either lower academic standards or require substantial program alterations.

Canceling/Dropping/Adding Classes

Canceling a class is defined as a student removing her/himself from the class before the class has begun. Once begun, the student wishing to discontinue (drop) a class must officially withdraw from the course. Students wishing to withdraw from or add a class must contact Dr. William McConnell (mcconnellwt@sapc.edu) or Dr. Edna Ann Loftus (eaol@sapc.edu) prior to the published last day to withdraw from or add a class. (See Academic Calendar for specific dates)

Cost

Online course tuition \$225 per credit hour

Financial Responsibility

Password access to a course will only be granted when payment has been received by the college. Students may pay course fees in cash, by personal check or by MasterCard, Visa, or Discover. (The College does not accept payments by American Express.) For questions or to make payment arrangements please contact Kay Cavendish (kgc@sapc.edu or 910-277-5225)

Refund Policy

Refunds for online classes will be processed as follows:

| Withdrawal date | Refund |
|-----------------|-----------|
| Day 1 – Day 7 | 100% |
| Day 8- Day 14 | 50% |
| After Day 14 | No refund |

Refunds will only be processed after appropriate Financial Aid calculations have been completed.

Attendance Policy

Courses are offered in either a 100% on-line format or with specific in-class meetings. Each instructor will set her/his own policies for on-line class chats, in-class sessions, or other

synchronous events. Online class attendance is defined as logging into the course for which the student is registered. Attendance policies will be delineated clearly in the course syllabus.

Bookstore

In order to participate in the class, students must purchase required textbooks.

Textbooks for online courses should be ordered through an online bookseller or your bookseller of choice. In order to assure prompt delivery of your books, we strongly suggest that you order through online vendors. It is your responsibility to acquire textbooks prior to the start of class. St. Andrews does not endorse or recommend any particular bookseller, but possible choices for online purchases include:

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| Amazon.com | http://www.amazon.com |
| Barnes & Noble | http://www.bn.com |
| eCampus | http://www.ecampus.com |

A note about used books: Please check the syllabus of your course carefully before ordering used books. Some courses require access to supplemental, web-based materials that are only accessible with passwords included in the textbook. If you purchase a used textbook, you may be required to purchase an additional license from the publisher to access the supplemental materials.

Course Load

The normal course load for online classes will be 1-2 courses per 8 week session (3-6 credit hours per session – 6-12 credit hours per semester). Petitions to exceed this load must be sent to Dr. Edna Ann Loftus, Associate Dean of Academic Affairs at eaol@sapc.edu or by surface mail at St. Andrews Presbyterian College, 1700 Dogwood Mile, Laurinburg, NC 28352. Phone requests for policy exceptions will not be accepted.

Incomplete Grade

An Incomplete, (I), is given only when circumstances do not justify giving a specific grade. It must be removed within the first four weeks of the semester following the one in which the Incomplete was received. If not, the incomplete becomes a failure, F. For more information, consult the 2009-2010 St. Andrews Presbyterian College Academic Catalog.

Repeating a Course for Grade Forgiveness

Students who receive a grade of D or F on a course at St. Andrews may repeat the course for grade forgiveness. A course may be repeated only once for grade forgiveness. Students may elect to repeat a maximum of four courses for the purpose of achieving grade forgiveness and improving their GPA. When a student elects to repeat a course for grade forgiveness, the original grade will remain on the transcript, but the number of hours passed and the grade points will count only from the last time the course was taken. For more information, consult the 2009-2010 St. Andrews Presbyterian College Academic Catalog.

Library

Students taking online classes may access the DeTamble Library catalog and resources by going to <http://www.sapc.edu/detamble/>. Off-site users may access the library's databases by logging in using their username and password provided by the library. Library materials and interlibrary loans will be mailed to off-site students upon request. Students taking courses off-site are responsible for returning materials, either directly to the library or by repackaging and mailing materials. **The student is responsible for the cost of postage to return materials in a timely fashion.**

Student Right of Appeal

Students taking courses online enjoy the same rights and responsibilities as students on campus. In the event that a student believes that she/he has been treated unfairly, capriciously, or arbitrarily in any academic decision affecting her/him, she/he may appeal the decision. Every attempt should be made to resolve disputes informally before instigating formal appeals. Please refer to the St. Andrews Presbyterian College 2009-2010 Academic Catalog for specific procedures.

Financial Aid

Financial Aid is available to qualified students admitted on or before the first day of a semester and who hold full-time status (registration for a minimum of 12 credit hours per semester) on that day. Questions about Financial Aid should be referred to the Office of Student Financial Planning located in the James L. Morgan Liberal Arts Building. The office may be contacted at 910-277-5660 or by email at driggers@sapc.edu. **Sole responsibility for timely application and submission of required financial aid forms and documentation rests with the student.**

Involuntary Withdrawal

On the first day of the second week of the term, the instructor will inform the Associate Dean for Adult and Extended Programs of any student who has not attended an online class in which the student is registered (logged into the course site) at least once. The Associate Dean, in consultation with the instructor and the Associate Dean for Academic Affairs may involuntarily withdraw such students from the class. Refunds will be processed in accordance with current college policies.