**BLUEFIELD STATE UNIVERSITY**
**BOARD OF GOVENORS**
**POLICY NO. AC-211**

**TITLE:** **GOVERNANCE POLICY FOR BLUEFIELD STATE UNIVERSITY ONLINE**

**SECTION 1. GENERAL**

1.1 Scope: This Rule establishes the policy of governance for Bluefield State University Online.

1.2 Authority: West Virginia Code, 18B-1-6.

1.3 Effective Date: April 24, 2025.

**SECTION 2. PURPOSE**

2.1 Bluefield State University is committed to establishing a comprehensive, high-quality online educational environment. This governance policy provides the overarching framework for the processes and procedures necessary to develop, implement, and maintain the online school.

2.2 The purpose of this policy is to ensure clear, consistent, and effective management of the online school. It serves to:

2.2.1 Define the principles and structure guiding the development and operation of the online school;

2.2.2 Outline roles and responsibilities for key stakeholders; and

2.2.3 Ensure alignment with the university's mission and academic standards.

**SECTION 3. PRINCIPLES, ROLES, RESPONSIBILITIES, COMPLIANCE AND REVIEW**

3.1 This policy applies to all aspects of the online school, including administration, faculty, staff, and students. It encompasses processes for academic integrity, accessibility, technology, grading, attendance, communication, and other operational procedures essential for the success of the online school.

3.2 **Key Principles:** The governance of Bluefield State University Online is based on the following principles:

3.2.1 Academic Excellence: Maintain rigorous academic standards in course content, delivery, and assessment;

3.2.2 Consistency: Ensure uniform application of policies and procedures across all courses and programs;

3.2.3 Accountability: Clearly define roles, responsibilities, and expectations for all participants;

3.2.4 Transparency: Foster open communication and access to information for decision-making and problem resolution; and

3.2.5 Adaptability: Respond effectively to emerging challenges and opportunities in online education.

3.3 **Roles and Responsibilities:**

3.3.1 University Administration: Provide strategic oversight and resources to support the development and operation of the online school;

3.3.2 Faculty: Design and deliver quality courses while adhering to established procedures and standards;

3.3.3 Students: Comply with academic and behavioral expectations outlined in the procedures; and

3.3.4 Support Staff: Ensure technical and operational support aligns with the needs of the online school community.

3.4 **Compliance.** All stakeholders are required to comply with the procedures outlined below:

3.4.1 Academic Integrity Procedure: Establishes expectations for honesty in academic work and outlines consequences for violations;

3.4.2 Accessibility and Accommodations Procedure: Ensures equitable access to education for students with disabilities through reasonable accommodations;

3.4.3 Artificial Intelligence (AI) Procedure: Provides guidelines for ethical AI use in academic and administrative tasks;

3.4.4 Attendance and Participation Procedure: Details requirements for student attendance and engagement in online courses;

3.4.5 Code of Conduct Procedure: Defines acceptable behavior for students, faculty, and staff to maintain a respectful learning environment;

3.4.6 Communication Procedure: Sets standards for effective and professional communication within the online school community;

3.4.7 Course Evaluation and Feedback Procedure: Describes processes for gathering student feedback to improve courses and teaching methods;

3.4.8 Course Materials and Resources Procedure: Ensures the availability, quality, and accessibility of instructional materials;

3.4.9 Course Schedule and Due Dates Procedure: Outlines consistent scheduling practices and assignment deadlines;

3.4.10 Emergency Procedure: Provides a framework for responding to emergencies that could disrupt the online school;

3.4.11 Feedback and Revision Procedure: Establishes timelines and standards for providing constructive feedback to students;

3.4.12 Grading Procedure: Describes the grading system, including the 1000-point scale and associated criteria;

3.4.13 Grading Schedule Procedure: Specifies timelines for grading and returning student work to ensure timely feedback;

3.4.14 Instructor Availability Procedure: Outlines expectations for instructor availability, including office hours and response times;

3.4.15 Late Submission Procedure: Details penalties and processes for handling late assignments;

3.4.16 Netiquette Procedure: Provides guidelines for respectful and productive online interactions; and

3.4.17 Technology Requirements Procedure: Defines the minimum technology requirements for participating in the online school.

3.5 **Monitoring and Review:** The governance of the online school will be reviewed annually to ensure continued alignment with institutional goals and educational standards. Stakeholder feedback will be incorporated to improve processes and address challenges.

## SECTION 4   ADMINISTRATIVE PROCEDURES

4.1 The President shall establish by administrative procedure the process by which this Policy will be implemented.