Governance Policy for Bluefield State University Online

Policy Number: GP-001
Effective Date: [Insert Date]
Review Date: [Insert Date]

1. Introduction

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. Purpose

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

- Define the principles and structure guiding the development and operation of the online school.
- Outline roles and responsibilities for key stakeholders.
- Ensure alignment with the university's mission and academic standards.

3. Scope

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.

4. Key Principles

The governance of Bluefield State University Online is based on the following principles:

1. **Academic Excellence:** Maintain rigorous academic standards in course content, delivery, and assessment.
2. **Consistency:** Ensure uniform application of policies and procedures across all courses and programs.
3. **Accountability:** Clearly define roles, responsibilities, and expectations for all participants.
4. **Transparency:** Foster open communication and access to information for decision-making and problem resolution.
5. **Adaptability:** Respond effectively to emerging challenges and opportunities in online education.

5. Roles and Responsibilities

- **University Administration:** Provide strategic oversight and resources to support the development and operation of the online school.
- **Faculty:** Design and deliver quality courses while adhering to established procedures and standards.
- **Students:** Comply with academic and behavioral expectations outlined in the procedures.
- **Support Staff:** Ensure technical and operational support aligns with the needs of the online school community.

6. Compliance

All stakeholders are required to comply with the procedures outlined below:

- **Academic Integrity Procedure:** Establishes expectations for honesty in academic work and outlines consequences for violations.
- **Accessibility and Accommodations Procedure:** Ensures equitable access to education for students with disabilities through reasonable accommodations.
- **Artificial Intelligence (AI) Procedure:** Provides guidelines for ethical AI use in academic and administrative tasks.
- **Attendance and Participation Procedure:** Details requirements for student attendance and engagement in online courses.
- **Code of Conduct Procedure:** Defines acceptable behavior for students, faculty, and staff to maintain a respectful learning environment.
- **Communication Procedure:** Sets standards for effective and professional communication within the online school community.
- **Course Evaluation and Feedback Procedure:** Describes processes for gathering student feedback to improve courses and teaching methods.
- **Course Materials and Resources Procedure:** Ensures the availability, quality, and accessibility of instructional materials.
- **Course Schedule and Due Dates Procedure:** Outlines consistent scheduling practices and assignment deadlines.
- **Emergency Procedure:** Provides a framework for responding to emergencies that could disrupt the online school.
- **Feedback and Revision Procedure:** Establishes timelines and standards for providing constructive feedback to students.
- **Grading Procedure:** Describes the grading system, including the 1000-point scale and associated criteria.
- **Grading Schedule Procedure:** Specifies timelines for grading and returning student work to ensure timely feedback.
- **Instructor Availability Procedure:** Outlines expectations for instructor availability, including office hours and response times.
- **Late Submission Procedure:** Details penalties and processes for handling late assignments.
- **Netiquette Procedure:** Provides guidelines for respectful and productive online interactions.

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

7. 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.

Procedures

Academic Integrity Procedure

Procedure Number: 001

Effective Date: [Insert Date]
Review Date: [Insert Date]

1. Introduction

Academic integrity is the cornerstone of a reputable and effective educational environment. As an online school committed to fostering a fair and honest learning atmosphere, we believe that maintaining academic integrity is crucial for the success of our students and the credibility of our programs. This procedure outlines our commitment to upholding academic integrity, provides guidelines for students and staff, and establishes procedures for addressing violations.

2. Purpose

The purpose of this procedure is to:

- Promote a culture of honesty and responsibility within our online school.
- Provide clear expectations and guidelines regarding academic integrity.
- Define acceptable and unacceptable behaviors related to academic work.
- Establish procedures for investigating and addressing instances of academic dishonesty.

3. Scope

This procedure applies to all students, faculty, staff, and any other individuals involved in academic activities within the online school. It encompasses all forms of academic work, including but not limited to assignments, exams, projects, and discussions.

4. Definitions

4.1. **Academic Integrity**: Adherence to ethical standards in academic work, including honesty, fairness, and respect for the intellectual contributions of others.

4.2. **Academic Dishonesty**: Any action that violates academic integrity, including but not limited to plagiarism, cheating, fabrication, and unauthorized collaboration.

4.3. **Plagiarism**: The act of using someone else's work, ideas, or expressions without proper acknowledgment, presenting them as one's own.

4.4. **Cheating**: The act of using unauthorized resources or assistance during an assessment or examination, or any other form of deceitful behavior to gain an unfair advantage.

4.5. **Fabrication**: The act of falsifying or inventing information, data, or citations in academic work.

4.6. Unauthorized Collaboration: Working with others on assignments or projects when such collaboration is prohibited by the course or assignment guidelines.

5. Procedure

5.1. Expectations:

    5.1.1 All members of the online school community are expected to demonstrate academic integrity in all aspects of their work.

    5.1.2 Students must ensure that their work is original and properly cited, and must avoid any form of cheating or dishonesty.

    5.1.3 Faculty and staff are responsible for setting clear expectations for academic integrity and addressing any issues of dishonesty.

5.2. Responsibilities:

    5.2.1 **Students**: Must understand and adhere to the principles of academic integrity, seek clarification if in doubt about guidelines, and report any observed violations.

    5.2.2 **Faculty**: Must clearly communicate academic integrity expectations in course materials, monitor for potential violations, and handle any reported incidents according to this procedure.

    5.2.3 **Staff**: Must support the enforcement of academic integrity standards and assist in the investigation and resolution of violations.

5.3. Procedure for Addressing Violations:

    5.3.1 **Reporting**: Any suspected violation of academic integrity should be reported to the relevant academic supervisor.

    5.3.2 **Investigation**: The reported incident will be investigated to determine the validity of the claim. The investigation process will be fair and impartial.

    5.3.3 **Consequences**: If a violation is confirmed, appropriate actions will be taken, which may include penalties such as academic probation, failure of the assignment or course, or other disciplinary measures as outlined in the student handbook.

5.4. Appeals:

    5.4.1 Individuals accused of violating academic integrity have the right to appeal the findings and/or consequences through the established appeals process.

Accessibility and Accommodations Procedure

Procedure Number: 001

Effective Date: [Insert Date]
Review Date: [Insert Date]

1. Introduction

Bluefield State University is committed to providing an inclusive and equitable learning environment for all students. This procedure outlines the principles and practices related to accessibility and accommodations to ensure that all students, regardless of their individual needs, can fully participate in and benefit from our educational programs.

2. Purpose

The purpose of this procedure is to:

- Ensure compliance with relevant laws and regulations regarding accessibility and accommodations.
- Define the procedures and responsibilities for providing appropriate accommodations to students with disabilities or other special needs.
- Promote an inclusive educational environment that supports diverse learning needs and helps every student achieve their full potential.

3. Scope

This procedure applies to all students enrolled in Bluefield State University, including those participating in online courses, and any other school-sponsored programs.

This procedure also applies to all staff, faculty, and administrators involved in the delivery of educational services and accommodations.

4. Definitions

4.1. **Accessibility**: The design and implementation of educational materials, digital content, and school facilities to ensure that they are usable by individuals with a wide range of abilities and disabilities.

4.2. **Accommodations**: Adjustments or modifications provided to students with disabilities or special needs to enable them to participate fully in educational programs and activities. This may include, but is not limited to, extended time on assignments, alternative formats for materials, and assistive technologies.

4.3. **Disability**: A physical or mental impairment that substantially limits one or more major life activities. This definition aligns with the Americans with Disabilities Act (ADA) and other relevant legislation.

5. Procedure Statement

Bluefield State University is committed to providing reasonable accommodations to ensure that students with disabilities have equal access to educational opportunities.

The university will work collaboratively with students to identify and implement appropriate accommodations based on individual needs.

All digital content and online learning materials will be developed in accordance with recognized accessibility standards to ensure usability by all students, including those with disabilities.

6. Procedure

6.1. Requesting Accommodations

6.1.1. Students or their representatives must submit a formal request for accommodations to the school's Accessibility Coordinator or designated office.

6.1.2. Requests should include documentation of the disability and specific accommodation needs. Documentation must be provided by a qualified professional.

6.2. Evaluation and Implementation

6.2.1. The Accessibility Coordinator will review accommodation requests and consult with relevant staff to determine appropriate and feasible accommodations.

6.2.2. Approved accommodations will be implemented in a timely manner, and the student will be notified of the accommodations provided.

6.3. Monitoring and Review

6.3.1. The effectiveness of accommodations will be monitored regularly, and adjustments will be made as necessary to ensure continued effectiveness.

6.3.2. Students and staff are encouraged to provide feedback on the accommodation process to ensure continuous improvement.

7. Responsibilities

7.1. Students

7.1.1. Students are responsible for notifying the school of their need for accommodations and providing necessary documentation.

7.2. **Staff and Faculty**

7.2.1. Staff and faculty are responsible for implementing approved accommodations and working with the Accessibility Coordinator to address any accessibility concerns.

7.3. **Accessibility Coordinator**

7.3.1. The Accessibility Coordinator is responsible for managing accommodation requests, ensuring compliance with accessibility standards, and providing support and resources to students and staff.

8. Compliance

8.1. Bluefield State University will comply with all federal, state, and local laws related to accessibility and accommodations, including the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973.

8.2. Non-compliance with this procedure may result in corrective actions, including further training or adjustments to the accommodation process.

Artificial Intelligence (AI) Procedure

Procedure Number: 001

Effective Date: [Insert Date]
Review Date: [Insert Date]

1. Introduction
The rapid advancement of Artificial Intelligence (AI) has significantly transformed the education sector. While AI presents opportunities to enhance learning experiences, clear guidelines are essential to ensure ethical, secure, and effective use. This procedure outlines the appropriate use of AI by students, faculty, and staff, focusing on maintaining academic integrity, safeguarding personal data privacy, and promoting high educational standards.

2. Purpose
This procedure provides clear directives on the ethical use of AI tools within the online school environment. It ensures that AI technologies support learning and teaching responsibly, while avoiding misuse that may compromise academic processes or user privacy. Additionally, this procedure helps prepare students for the technological demands of the modern workplace by fostering AI literacy.

3. Scope
The procedure applies to all students, teachers, administrative staff, and associated individuals using AI for instruction, learning, assessments, or administrative tasks. It governs the use of AI-powered tools and applications across the online learning management system.

4. Definitions

- 4.1 Artificial Intelligence (AI): Computer systems or applications that mimic human intelligence to perform tasks such as decision-making, problem-solving, language processing, and learning from data. Examples include AI writing tools, automated grading systems, and chatbots.
- 4.2 AI-Assisted Tools: Software or applications that use AI to aid in tasks like content creation, plagiarism detection, automated feedback, tutoring, and grading.
- 4.3 Plagiarism: The unauthorized use or imitation of another's work without attribution. A threshold of 5% AI usage, or as defined by the instructor, is acceptable for student submissions.
- 4.4 Academic Integrity: A commitment to honesty, trust, fairness, respect, and responsibility in academic activities.

5. Procedure Provisions
5.1 Acceptable Use of AI for Educational Purposes

- AI tools may supplement learning activities, such as generating study materials, receiving tutoring, or improving writing and critical thinking.

- Students may use AI software to enhance their work by brainstorming, organizing thoughts, or seeking advice for project ideas. However, AI should not replace original student work or original student thought.
- Faculty may use AI for administrative purposes (e.g., automated grading, feedback, curriculum development) but must ensure human oversight to verify accuracy and fairness.

5.2 **Prohibited Use of AI**

- AI must not be used to complete assessments or exams meant to demonstrate a student's independent learning. Students may not use AI to compose assignments, discussion posts, quizzes, or any other task unless explicitly permitted by the instructor.
- Faculty have the discretion to define appropriate AI usage within their courses and must clearly state these standards in the course syllabus.
- Misusing AI to falsify research, manipulate data, or generate inappropriate content violates academic integrity.

5.3 **Transparency and Attribution**

- Students should be transparent when using AI for tasks such as brainstorming or drafting and must provide proper attribution, unless the assignment prohibits AI use.
- Faculty using AI for grading or instructional support must inform students of its role and invite feedback on its use.

5.4 **Data Privacy and Security**

- AI tools must comply with the school's data protection policies and relevant privacy laws. Personal data should not be collected or used without the individual's informed consent.
- The school must ensure that AI applications used for administrative purposes are secure and protect user data from privacy risks.

6. **Correct Ethical Guidelines for AI Usage**

Bluefield State University encourages the use of AI, including large language models (LLMs) and other types of software, both by students and faculty under certain conditions. In a rapidly changing world, students need to develop AI literacy to navigate the technological demands of the workplace.

- 6.1 Permitted Uses: Students may use AI to supplement their work by brainstorming ideas, organizing thoughts, or improving processes like writing.
- 6.2 Prohibited Uses: Students may not use AI to replace original work. This includes composing essays, discussion posts, exams, or any other assignments unless explicitly allowed by the instructor.
- 6.3 Faculty Discretion: Faculty have the final say on what constitutes appropriate AI usage for their courses and should clearly articulate these standards in their syllabi.

7. Faculty Procedure for Improper AI Usage

To maintain academic integrity, faculty must follow these procedures when addressing improper AI use:

- 7.1 Detection Tools: While tools such as Turnitin.com, Zerogpt.com, and others can help detect unethical AI use, they should not be the sole basis for disciplinary action. A proper flag should indicate suspicion beyond a reasonable doubt (e.g., 80% or higher AI detection).
- 7.2 Additional Evidence: Faculty should also evaluate factors like syntax variation, adherence to guidelines, and citation accuracy to determine improper AI use.
- 7.3 Student Conferences: If improper AI use is suspected, faculty should meet with the student to discuss the issue. Students may be allowed to revise their work within one week unless it is the end of the semester. Students are permitted only one such revision per course.
- 7.4 Documentation: Faculty must document suspicions of improper AI use in the Early Alerts system and note whether the issue was resolved. Students flagged in three or more classes will face a disciplinary hearing with the Dean of Students.
- 7.5 Assignment Design: Faculty are encouraged to create personalized assignments that make it difficult for AI to complete tasks and to require students to use software like Google Docs that tracks the writing process.

8. Accountability and Enforcement
8.1 Monitoring and Evaluation

- The school administration will periodically review AI use within the online learning environment to ensure it aligns with ethical standards and educational goals.
- The effectiveness and fairness of AI tools used for assessment and instructional support will be continuously evaluated. A threshold of 5% AI usage in student work, or as defined by the instructor, will be enforced.

8.2 Consequences of Procedure Violations

- Violations of this procedure may result in disciplinary actions, including warnings, academic penalties, or suspension, based on the severity of the infraction.
- Submitting unauthorized AI-generated work constitutes academic misconduct and will result in penalties aligned with the school's academic integrity procedure.

Attendance and Participation Procedure

Procedure Number:A 001

Effective Date: [Insert Date]
Review DateA: [Insert Date]

1. Introduction

1.1 This procedure outlines the requirements and expectations for student attendance and participation in all online courses offered by Bluefield State University.

2. Purpose

2.1 To ensure that all students are engaged and actively participating in their online courses to maximize their learning potential.

3. Scope

3.1 This procedure applies to all students enrolled in any course offered by Bluefield State University.

4. Definitions

4.1 **Attendance**: The act of being present in a virtual class session or engaging with course materials and activities.

4.2 **Participation**: Active involvement in course-related activities, including but not limited to discussions, assignments, projects, and assessments.

5. Attendance Requirements

5.1 Students must attend all scheduled live virtual classes or view recordings if unable to attend.

5.2 Attendance will be recorded for each live session.

5.3 Students must log into the learning management system (LMS) at least three times per week to engage with course materials and activities.

5.4 Excused absences must be reported to the instructor in advance or as soon as possible after the missed class.

5.5 Acceptable reasons for excused absences include, but are not limited to, illness, family emergencies, and technical issues.

5.6 Students with excused absences are responsible for catching up on missed content and assignments.

6. Participation Requirements

6.1 Students are expected to participate in all assigned activities, including but not limited to:

6.1.1 Discussion forums

6.1.2 Group projects

6.1.3 Quizzes and exams

6.1.4 Peer reviews

6.2 Participation will be monitored and assessed as part of the overall course grade.

6.3 Students must meet the minimum participation requirements specified by the instructor.

6.4 Instructors will provide feedback on participation to ensure students are meeting expectations.

7. Monitoring and Reporting

7.1 Instructors will monitor attendance and participation regularly.

7.2 Instructors will report any attendance or participation issues to the student and, if necessary, to the administration/support staff.

7.3 Students with consistent attendance or participation issues will be contacted for a meeting to discuss potential solutions.

8. Consequences of Non-Compliance

8.1 Failure to meet attendance requirements may result in the following actions:

8.1.1 Warning issued to the student

8.1.2 Reduction in course grade

8.1.3 Academic probation

8.1.4 Potential dismissal from the course or program

8.2 Failure to meet participation requirements may result in similar actions as listed in 8.1.

9. Accommodations

9.1 Students with documented disabilities or special needs should contact the Accessibility Coordinator to discuss potential accommodations.

9.2 Accommodations will be made in accordance with Bluefield State University policies and applicable laws.

Code of Conduct Procedure

Procedure Number: 001

Effective Date: [Insert Date]
Review Date: [Insert Date]

1. Introduction

The Code of Conduct establishes the standards of behavior expected from all members of the online school community, including students, staff, and faculty. This procedure aims to promote a safe, respectful, and productive learning environment conducive to academic success and personal growth.

2. Purpose

The purpose of this procedure is to outline the expectations for behavior within the online school community. It serves to foster a culture of respect, integrity, and responsibility, ensuring that all individuals can participate fully in the educational experience without fear of harassment or discrimination.

3. Scope

This procedure applies to all students, faculty, staff, and any individuals participating in online school activities, including but not limited to online classes, forums, meetings, and events. It encompasses all forms of communication and interaction, whether synchronous or asynchronous.

4. Definitions

- **Code of Conduct:** A set of guidelines outlining the expected behaviors and responsibilities of members of the school community.
- **Harassment:** Any unwelcome behavior that creates a hostile or intimidating environment, including bullying, discrimination, and verbal abuse.
- **Academic Integrity:** The commitment to honesty and ethical standards in academic work, including avoiding cheating, plagiarism, and any form of dishonest conduct.

5. Expected Behaviors

All members of the online school community are expected to:

5.1. **Respect Others:** Treat all individuals with kindness, courtesy, and respect, valuing diversity and differing perspectives.
5.2. **Communicate Responsibly:** Use appropriate language in all communications, refraining from any form of harassment, bullying, or abusive behavior.
5.3. **Uphold Academic Integrity:** Submit original work, properly cite sources, and refrain from

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any dishonest academic practices.

5.4. **Participate Actively:** Engage in discussions, group activities, and learning experiences in a constructive and positive manner.

5.5. **Follow Policies:** Adhere to all school policies, including those related to technology use, privacy, and confidentiality.

6. Consequences of Violations

Violations of this Code of Conduct may result in disciplinary action, which can include warnings, temporary suspension, or expulsion from the online school, depending on the severity of the offense.

7. Reporting Violations

7.1. Individuals who witness or experience violations of this procedure are encouraged to report incidents to the relevant academic supervisor.

7.2. Reports will be taken seriously and investigated promptly, ensuring confidentiality to the extent possible.

8. Procedure Review

This Code of Conduct will be reviewed annually to ensure its effectiveness and relevance. Feedback from the school community is encouraged to help improve this procedure.

9. Acknowledgment

All members of the online school community must acknowledge their understanding of and commitment to this Code of Conduct as a condition of enrollment or employment.

Communication Procedure

Procedure Number: 001

Effective Date: [Insert Date]
Review Date: [Insert Date]

1. Introduction

This procedure outlines the guidelines and procedures for effective communication within our full online school. Clear, consistent, and respectful communication is essential for the success of our students, faculty, and staff. This procedure aims to ensure that all members of our school community can interact productively and professionally.

2. Purpose

The purpose of this procedure is to:

- Establish standards for communication between students, faculty, and staff.
- Ensure the appropriate use of communication tools and platforms.
- Promote a respectful and inclusive communication environment.
- Facilitate efficient and effective dissemination of information.

3. Scope

This procedure applies to all members of the school community, including students, faculty, and staff. It covers all forms of communication, including but not limited to email, messaging apps, video conferencing, discussion forums, and social media platforms.

4. Definitions

4.1 **Communication Tools**: Platforms and applications used for exchanging information, including email, messaging apps, video conferencing tools, and learning management systems (LMS).

4.2 **Professional Communication**: Interaction that is respectful, clear, and appropriate for the educational environment.

5. Procedure

5.1 General Communication Guidelines

5.1.1 All communication must be respectful, clear, and concise.

5.1.2 Offensive, discriminatory, or inappropriate language is strictly prohibited.

5.1.3 Personal information must be protected and only shared when necessary and appropriate.

5.2 Email Communication

5.2.1 School email accounts must be used for all official communication.

5.2.2 Emails should include a clear subject line and be addressed appropriately.

5.2.3 Responses to emails should be timely, ideally within 24-48 hours during the workweek.

5.3 Messaging Apps and Discussion Forums

5.3.1 Messaging apps and discussion forums should be used for quick, informal communication and collaboration.

5.3.2 All messages should be relevant to the topic and contribute constructively to the discussion.

5.3.3 Offensive or disruptive behavior in messaging apps or discussion forums will not be tolerated.

5.3.4 Only approved messaging apps and discussion platforms may be used for communication within the online school.

5.4 Video Conferencing

5.4.1 Video conferencing should be used for meetings, classes, and one-on-one sessions.

5.4.2 Participants should join on time, dress appropriately, and minimize background noise.

5.4.3 Video conferences must be recorded when required for educational purposes and with prior consent from all participants.

5.5 Social Media

5.5.1 Social media accounts representing the school must be used responsibly and professionally.

5.5.2 Personal social media accounts should not be used to represent or communicate on behalf of the school.

5.5.3 Confidential or sensitive information should not be shared on social media.

6. Responsibilities

6.1 Students

- Adhere to the communication procedure and use communication tools responsibly.
- Report any inappropriate communication to faculty or staff.

6.2 Faculty and Staff

- Model professional communication standards.
- Monitor and guide student communication to ensure compliance with this procedure.
- Address any breaches of the communication procedure promptly.

7. Monitoring and Enforcement

7.1 The school administration will monitor communication tools and platforms to ensure compliance with this procedure.

7.2 Violations of the communication procedure will be addressed according to the school's disciplinary procedures, which may include warnings, suspension of communication privileges, or other appropriate actions.

Course Evaluation and Feedback Procedure

Procedure Number: 001

Effective Date: [Insert Date]
Review Date: [Insert Date]

1. Introduction

In an online educational environment, it is crucial to continuously assess and improve the quality of the academic experience provided to students. Regular evaluations and feedback mechanisms are essential for maintaining high educational standards and ensuring that courses meet the needs of students.

2. Purpose

The purpose of this procedure is to establish a standardized process for end-of-semester course evaluations and feedback. This process aims to collect valuable insights from students regarding their experiences, assess the effectiveness of the course content and delivery, and identify areas for improvement.

3. Scope

This procedure applies to all online courses offered by the university. It encompasses all students enrolled in these courses, as well as faculty members responsible for course delivery. The procedure covers the procedures for administering course evaluations, collecting feedback, and utilizing the information gathered to enhance course quality.

4. Definitions

- **Course Evaluation:** A formal process through which students provide feedback on various aspects of a course, including the instructor's performance, course content, instructional materials, and overall course structure.
- **Feedback:** Input provided by students regarding their experiences in the course, which may include comments, suggestions, and ratings on different aspects of the course.
- **Instructor:** A faculty member responsible for delivering course content and facilitating learning activities in the online course.

5. Procedure Details

5.1 Course Evaluation Administration

> **5.1.1** At the end of each semester, all students enrolled in online courses will be encouraged to complete a course evaluation for each course they have taken.

5.1.2 Course evaluations will be administered through the school's online portal to ensure accessibility and ease of completion.

5.1.3 Evaluations will be made available to students during the final two weeks of the semester and will remain open for a minimum of one week.

5.2 Evaluation Content

5.2.1 The course evaluation will include, but is not limited to, questions on the following areas:

- Clarity and organization of course materials
- Effectiveness of the instructor's communication and teaching methods
- Relevance and applicability of the course content
- Availability and responsiveness of the instructor
- Overall satisfaction with the course

5.3 Confidentiality and Anonymity

5.3.1 All course evaluations will be conducted anonymously to encourage honest and constructive feedback.

5.3.2 Individual responses will be kept confidential and will only be used in aggregate form to ensure privacy and anonymity.

5.4 Utilization of Feedback

5.4.1 Feedback collected from course evaluations will be reviewed by the Director of Institutional Research and Effectiveness to identify trends and areas for improvement.

5.4.2 Actionable insights will be used to make necessary adjustments to course content, instructional methods, and overall course delivery.

5.4.3 Summary reports of evaluation results will be shared with faculty members to support professional development and course enhancement.

6. Responsibilities

6.1 The Director of Institutional Research and Effectiveness is responsible for overseeing the implementation of this procedure, including the administration of course evaluations and collection of feedback.

6.2 Faculty members are responsible for encouraging students to participate in course evaluations and for reviewing feedback provided to enhance their teaching practices.

Course Materials and Resources Procedure

Procedure Number: 001

Effective Date: [Insert Date]
Review Date: [Insert Date]

1. Introduction

In a full online school environment, the effective delivery and utilization of course materials and resources are crucial to the educational experience. This procedure outlines the standards and procedures for the development, management, and distribution of educational materials to ensure consistency, quality, and accessibility for all students.

2. Purpose

The purpose of this procedure is to establish clear guidelines for the creation, management, and dissemination of course materials and resources. By setting these standards, the school aims to provide a structured and equitable learning environment that supports academic success and meets regulatory and accreditation requirements.

3. Scope

This procedure applies to all course materials and resources utilized within the online school. It covers all digital content, textbooks, multimedia resources, and supplementary materials provided to students, including those developed by instructors, purchased from third parties, or available through external platforms.

4. Definitions

4.1 **Course Materials**: Includes all instructional content provided to students, such as textbooks, lecture notes, assignments, and exams.

4.2 **Resources**: Encompasses supplementary materials that support learning, including multimedia content, interactive tools, and external references.

4.3 **Digital Content**: Refers to any educational material in electronic form, including PDFs, videos, audio files, and interactive elements.

5. Procedure Guidelines

5.1 Development of Course Materials

> 5.1.1 Course materials must be developed in alignment with the curriculum and learning objectives of each course.

5.1.2 Instructors are responsible for ensuring that all course materials are accurate, up-to-date, and relevant to the course content.

5.1.3 Materials must be reviewed and approved by the relevant academic supervisor.

5.2 Management of Course Materials

5.2.1 All course materials should be stored on the university's Learning Management System (LMS) and will be accessible only to instructors and authorized personnel.

5.2.2 Instructors must regularly review and update materials to maintain their relevance and effectiveness.

5.2.3 Archived materials must be maintained for a minimum of three years for reference and compliance purposes.

5.3 Distribution of Course Materials

5.3.1 Course materials will be made available to students through the school's Learning Management System (LMS) at the beginning of each semester.

5.3.2 Materials should be accessible in a format compatible with common digital devices and platforms with a focus on mobile first.

5.3.3 Instructors must ensure that all necessary materials are accessible to students with disabilities, in accordance with relevant accessibility standards and regulations.

5.4 Use of External Resources

5.4.1 When utilizing external resources, instructors must ensure that they are legally acquired and properly cited.

5.4.2 External resources should be evaluated for quality and relevance before incorporation into the curriculum.

5.4.3 Any licensing agreements or usage restrictions must be adhered to, and students should be informed of any associated costs or requirements.

5.4.4 External Resources should only be supplemental and not the primary means of instruction.

6. Third-party Resources

6.1 Integration of Third-Party Resources

6.1.1 Instructors are required to develop original course content and to use resources provided by the university's Learning Management System (LMS). The integration

of third-party resources should be limited and should not exceed 10% of the total instructional materials in a course.

6.2 Quality and Relevance

6.2.1 Any third-party resources used must be of high academic quality and directly relevant to the learning objectives of the course. These resources should supplement, rather than replace, the instructor's original content.

6.3 Accessibility

6.3.1 Third-party resources must comply with accessibility standards to ensure that all students, including those with disabilities, can fully engage with the materials. Instructors should verify that these resources meet accessibility guidelines (such as WCAG 2.1) before including them in the course.

6.4 Copyright and Licensing Compliance

6.4.1 All third-party resources must comply with copyright laws and licensing agreements. Instructors must ensure that they have the appropriate permissions or licenses for any external content used in their courses.

6.5 Exceptions

6.5.1 Any exceptions to this procedure must be approved by the department head or an appropriate governing body, based on a written request from the instructor outlining the justification for exceeding the limit.

7. Compliance and Monitoring

7.1 The school administration will periodically review compliance with this procedure through audits and feedback mechanisms.

7.2 Instructors and staff are expected to report any issues or discrepancies related to course materials and resources to their department head or school dean.

Course Schedule and Due Dates Procedure

Procedure Number: 001

Effective Date: [Insert Date]
Review Date: [Insert Date]

1. Introduction

Bluefield State University is committed to providing a structured and consistent learning experience for all students enrolled in its online programs. This procedure outlines the guidelines and expectations regarding course schedules and due dates to ensure clarity and uniformity in the academic process.

2. Purpose

The purpose of this procedure is to establish clear guidelines for course schedules and due dates to:

- Facilitate effective time management for students.
- Ensure fair and consistent assessment of student work.
- Provide transparency in course expectations and deadlines.

3. Scope

This procedure applies to all online courses offered by Bluefield State University and is applicable to all students and instructors within the online learning environment.

4. Definitions

4.1 **Course Schedule**: The planned timeline for course activities, including lecture sessions, assignments, exams, and other academic tasks.

4.2 **Due Date**: The specific date and time by which students are required to submit assignments, projects, or other coursework.

4.3 **Assignment**: Any academic work, including but not limited to essays, reports, quizzes, and projects, that students are required to complete as part of their coursework.

5. Course Schedule

5.1 **Course schedules** will be provided at the beginning of each term and will include important dates such as assignment deadlines, exam dates, and course milestones.

5.2 **Instructors** are responsible for communicating any changes to the course schedule to students in a timely manner.

5.3 **Students** are expected to review the course schedule regularly and plan their work accordingly to meet all deadlines.

6. Due Dates

6.1 **All assignment due dates** will be set for Sundays at 11:59 PM (EST local time).

6.2 **Instructors** will ensure that all assignment deadlines are clearly stated in the course syllabus and any additional announcements or communications.

6.3 **Late submissions** will be subject to the online schools Late Submission Procedure unless otherwise specified by the instructor.

6.4 **Students** are responsible for managing their time effectively to meet all due dates. Extensions will only be granted under exceptional circumstances and must be requested in advance.

7. Procedure Enforcement

7.1 **Instructors** will monitor adherence to this procedure and will address any issues or deviations in accordance with the Bluefield State University's academic policies.

7.2 **Students** should contact their instructor or online academic advisor if they have questions or concerns regarding the course schedule or due dates.

Emergency Procedure

Procedure Number: 001

Effective Date: [Insert Date]
Review Date: [Insert Date]

1. Introduction

In an online school environment, ensuring the safety and well-being of students, staff, and faculty is a top priority. While our school operates virtually, it's essential to have comprehensive emergency procedures in place to address various scenarios that may impact the school community. This procedure outlines the procedures and protocols to be followed during emergencies to maintain a safe and effective learning environment.

2. Purpose

The purpose of this procedure is to provide clear guidelines for responding to emergencies that could affect the online school community. It aims to ensure that all members of the school are prepared to handle emergency situations effectively, minimizing disruption to the educational process and safeguarding the health and safety of individuals.

3. Scope

This procedure applies to all students, staff, and faculty of the online school. It covers a range of emergency situations, including but not limited to, cybersecurity threats, natural disasters, health emergencies, and other incidents that may disrupt normal school operations.

4. Definitions

For the purposes of this procedure, the following definitions apply:

4.1 **Emergency**: Any situation or occurrence that poses a risk to the safety, security, or health of individuals or the continuity of school operations.

4.2 **Cybersecurity Threat**: Any potential or actual attack on the school's digital infrastructure that compromises data security, system functionality, or user privacy.

4.3 **Natural Disaster**: Severe weather events or natural phenomena, such as hurricanes, earthquakes, or floods, that have the potential to impact the safety or accessibility of the online learning environment.

4.4 **Health Emergency**: Situations related to the outbreak of infectious diseases, pandemics, or other health-related crises that affect the well-being of the school community.

4.5 **Active Response Team (ART)**: A designated group of individuals responsible for managing and coordinating the response to emergency situations within the online school.

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5. Emergency Procedure

5.1 General Guidelines

5.1.1 In the event of an emergency, all members of the online school community must follow the instructions provided by the Active Response Team (ART).

5.1.2 Communication regarding emergencies will be disseminated through official channels, including email, school website notifications, and any other designated communication tools.

5.2 Cybersecurity Threats

5.2.1 Immediate action should be taken to report any suspected cybersecurity threats to the IT department or designated cybersecurity personnel.

5.2.2 The IT department will assess the threat, implement containment measures, and notify the school community as necessary.

5.2.3 Regular updates will be provided regarding the status of the threat and any actions required by students or staff.

5.3 Natural Disasters

5.3.1 In the event of a natural disaster, students and staff should follow local emergency guidelines and procedures as appropriate.

5.3.2 The school will provide updates on the status of operations and any changes to class schedules or access to online resources.

5.3.3 If the disaster affects the ability of students or staff to participate in online classes, alternative arrangements will be made, including rescheduling or providing make-up sessions.

5.4 Health Emergencies

5.4.1 During a health emergency, the school will adhere to public health guidelines and recommendations from health authorities.

5.4.2 Communication will be provided regarding any necessary adjustments to the school schedule or remote learning practices.

5.4.3 Students and staff should report any health-related issues or exposure to the relevant authorities as directed by the school.

5.5 Active Response Team (ART) Responsibilities

5.5.1 The ART will be responsible for coordinating the response to emergencies, including communication with the school community, managing resources, and implementing necessary procedures.

5.5.2 The ART will conduct regular reviews and drills to ensure preparedness and effectiveness of emergency procedures.

5.6 Training and Awareness

5.6.1 All students, staff, and faculty will receive training on emergency procedures and response protocols as part of their onboarding process.

5.6.2 Regular refresher training and updates will be provided to ensure continued awareness and preparedness.

Feedback and Revision Procedure

Procedure Number: 001

Effective Date: [Insert Date]
Review Date: [Insert Date]

1. Introduction

This procedure establishes the framework for providing feedback and handling revisions for academic activities in our online school. It ensures that students receive timely and constructive feedback, enabling them to make necessary revisions and improve their learning outcomes.

2. Purpose

The purpose of this procedure is to:

- Define the standards and procedures for delivering feedback on student assignments and activities.
- Set clear expectations for the timeframe within which feedback should be provided and revisions should be completed.
- Promote continuous improvement and learning by ensuring that students can address and rectify issues based on received feedback.

3. Scope

This procedure applies to all academic activities, including assignments, projects, quizzes, and any other form of evaluative work submitted by students across all courses offered by the online school.

4. Definitions

- **Feedback:** Constructive comments and suggestions provided by instructors regarding the strengths and areas for improvement in a student's submitted work.
- **Revision:** The process of making changes to a submitted assignment or activity based on the feedback provided by the instructor.

5. Procedure

5.1 Feedback Timeliness

5.1.1 Feedback must be provided to students within 24 to 48 hours of the due date of the activity. This ensures that students receive timely insights into their performance and have sufficient time to address any issues.

5.2 Revision Completion

5.2.1 Students are required to complete revisions based on the parameters outlined in the course syllabus.

5.2.2 Revisions must be submitted according to the instructions provided by the instructor, and any additional deadlines or requirements must be adhered to.

5.3 Instructor Responsibilities

5.3.1 Instructors must ensure that feedback is clear, actionable, and aimed at helping students improve their work.

5.3.2 Instructors should make themselves available for any follow-up questions or clarifications regarding the feedback provided.

5.4 Student Responsibilities

5.4.1 Students are expected to review the feedback thoroughly and make necessary revisions within the stipulated time frame.

5.4.2 Students must communicate with their instructor if they have questions or need further clarification on the feedback provided.

6. Enforcement

Failure to adhere to this procedure by either instructors or students may result in a review of practices and potential adjustments to ensure compliance. The relevant academic supervisor will monitor adherence to this procedure and address any issues as they arise.

Grading Procedure | 1000 Point Scale Procedure

Procedure Number: 001

Effective Date: [Insert Date]
Review Date: [Insert Date]

1. Introduction

The purpose of this procedure is to establish a standardized grading system for our full online school using a 1000-point scale. This procedure aims to ensure consistency, fairness, and transparency in the evaluation of student performance.

2. Purpose

The grading procedure outlines the criteria and procedures for assigning grades, providing a clear framework for students, instructors, and parents/guardians. It aims to facilitate accurate assessment of student learning and achievement while promoting academic integrity and excellence.

3. Scope

This procedure applies to all students, instructors, and administrative staff involved in the educational process within our full online school. It covers all courses and subjects offered by the institution.

4. Definitions

4.1 **1000-Point Scale:** A grading system where the total possible points a student can earn in a course is 1000. Grades are calculated based on the cumulative points earned across various assessments and activities.

4.2 **Assessments:** Any form of evaluation used to measure student learning, including but not limited to quizzes, tests, assignments, projects, participation, and exams.

4.3 **Final Grade:** The total number of points a student has earned in a course, expressed as a percentage of the total possible points, and translated into a letter grade.

5. Grading Scale

5.1 The 1000-point scale is divided into the following grade bands:

- A: 900-1000 points
- B: 800-899 points
- C: 700-799 points
- D: 600-699 points
- F: Below 600 points

6. Grade Components

6.1 Each course will have clearly defined components that contribute to the final grade. These components may include:

- **Quizzes and Tests:** Evaluated periodically to assess understanding of course material.
- **Assignments:** Homework, projects, and other tasks assigned throughout the course.
- **Participation:** Engagement in online discussions, forums, and group activities.
- **Exams:** Midterm and final exams assessing comprehensive knowledge of the subject matter.

6.2 The weight of each component will be specified in the course syllabus, and the sum of all components will equal 1000 points.

7. Grade Calculation

7.1 Instructors will record the points earned for each assessment in the online gradebook. The final grade will be calculated by summing the points earned in all components and converting this sum into a percentage of the total possible points (1000).

7.2 The percentage will then be translated into a letter grade based on the grading scale specified in Section 5.1.

8. Grade Reporting

8.1 Instructors are responsible for updating the gradebook regularly and ensuring accuracy in the recorded points.

8.2 Students and parents/guardians will have access to the gradebook to monitor progress throughout the course.

8.3 Final grades will be reported at the end of the term through the online school portal.

9. Grade Appeals

9.1 Students who believe there has been an error in their grade calculation may appeal in writing to the course instructor within two weeks of receiving the grade.

9.2 The instructor will review the appeal, consider any supporting evidence, and provide a written response within one week.

9.3 If the student is not satisfied with the instructor's decision, they may escalate the appeal to the relevant academic supervisor. The dean's decision will be final.

10. Academic Integrity

10.1 All assessments and assignments must be completed in accordance with the school's academic integrity procedure. Any form of cheating, plagiarism, or academic dishonesty will result in disciplinary action and may affect the student's grade.

Grading Schedule Procedure

Procedure Number: 001

Effective Date: [Insert Date]
Review Date: [Insert Date]

1. Introduction

This procedure establishes a consistent and timely grading process to ensure students receive prompt feedback on their coursework. Timely grading is essential for maintaining academic integrity, fostering student learning, and enabling students to track their progress effectively.

2. Purpose

The purpose of this procedure is to outline the requirements for instructors to grade and provide feedback on student coursework within a specified timeframe. This procedure aims to enhance the educational experience by ensuring that students receive timely assessments of their work, enabling them to make necessary adjustments in their studies.

3. Scope

This procedure applies to all instructors, adjuncts, teaching assistants, and any other personnel responsible for grading student coursework within the online school. It covers all types of graded assignments, including but not limited to essays, quizzes, exams, projects, and discussion posts.

4. Definitions

4.1 Coursework: Any academic task assigned to students that is graded and contributes to the final course grade. This includes assignments, quizzes, exams, projects, and participation in discussions.

4.2 Due Date: The deadline by which students are required to submit their coursework as specified by the course syllabus or instructor.

4.3 Grading: The process of evaluating student coursework and assigning a score or grade based on the criteria outlined in the course syllabus.

4.4 Feedback: Constructive comments provided by the instructor to help students understand their performance and areas for improvement.

5. Procedure

5.1 Grading Timeline Instructors are required to grade and provide feedback on all coursework within 24 to 48 hours of the assignment's due date. This ensures that students receive prompt feedback that is critical to their learning process.

5.2 Exceptions Exceptions to the grading timeline may be granted under the following conditions:

- **Extenuating Circumstances:** Instructors may request an extension due to personal emergencies or other unforeseen circumstances. Such requests must be approved by the relevant academic supervisor and communicated to the students in the course.
- **Large Assignments:** For extensive projects or assignments requiring more detailed evaluation, instructors may request an extension. This request must be made prior to the assignment's due date and include a proposed grading timeline.
- **Course-Specific Agreements:** Any course that, due to its nature or structure, cannot meet the 24 to 48-hour grading timeline may have an alternative timeline. This must be clearly communicated to students at the beginning of the course and approved by the Academic Dean or relevant Academic Supervisor.

5.3 Communication of Grades Instructors must communicate the grades and feedback to students through the school's Learning Management System (LMS).

5.4 Compliance Instructors are expected to adhere strictly to this procedure. Repeated non-compliance may result in disciplinary action, including but not limited to warnings, performance reviews, or termination of contract.

Instructor Availability Procedure

Procedure Number: 001

Effective Date: [Insert Date]
Review Date: [Insert Date]

1. Introduction

In an online learning environment, consistent and effective communication between instructors and students is crucial for academic success. This procedure outlines the expectations and requirements for instructor availability to ensure that students receive timely support and guidance throughout their courses.

2. Purpose

The purpose of this procedure is to establish clear guidelines for instructor availability to promote a supportive and responsive learning environment. By defining the expectations for instructor accessibility, the school aims to enhance student satisfaction, facilitate academic progress, and maintain high standards of educational support.

3. Scope

This procedure applies to all instructors employed by Bluefield State University, including full-time, part-time, adjunct faculty members and course facilitators, across all courses and programs offered in the online school. It covers the availability of instructors for live sessions, email communication, discussion boards, and other forms of student engagement.

4. Definitions

- **Instructor:** Any individual employed by Bluefield State University to deliver course content, provide instruction, and support students in their learning activities.
- **Office Hours:** Designated times during which an instructor is available to meet with students for academic support, questions, or discussion. Office hours may be held virtually via video conferencing, chat, or other online platforms. All sessions must be recorded, documented, or captured for record-keeping purposes.
- **Response Time:** The maximum amount of time an instructor is expected to take to reply to student inquiries, including emails, discussion board posts, and other forms of communication.
- **Live Sessions:** Scheduled, real-time online meetings or classes where instructors and students interact synchronously. All sessions must be recorded, documented, or captured for record-keeping purposes.

5. Procedure

5.1 Instructor Availability

5.1.1 Instructors are required to maintain regular office hours each week, as specified in their course syllabi. These hours should be scheduled at times that are accessible to the majority of students, considering different time zones and student needs.

5.1.2 Instructors must be available for at least one live session per week, as outlined in the course schedule. The timing of these sessions should be communicated to students in advance through instructors course syllabi.

5.2 Communication

5.2.1 Instructors are expected to respond to student emails and messages within 24 to 48 hours during business days. During weekends and holidays, instructors should communicate their expected response time in advance if different from the standard 24/48-hour timeframe.

5.2.2 Instructors should monitor and actively participate in course discussion boards at least three times per week, providing timely feedback and guidance to students.

5.3 Unavailability

5.3.1 Instructors must notify students and the school administration in advance if they will be unavailable for an extended period (more than 48 hours), including during scheduled office hours or live sessions. This notice should include alternative arrangements for student support if applicable.

5.3.2 In cases of emergency or unforeseen circumstances that prevent instructors from meeting availability requirements, instructors should contact the school relevant academic supervisor as soon as possible to arrange for temporary coverage or support.

Late Submission Procedure

Procedure Number: 001

Effective Date: [Insert Date]
Review Date: [Insert Date]

1. Introduction

1.1. The Online School is committed to providing a flexible and fair learning environment for all students. Timely submission of assignments is crucial for ensuring consistent academic progress and maintaining the integrity of our educational programs. This procedure outlines the procedures and penalties associated with late submissions.

2. Purpose

2.1. The purpose of this procedure is to:

- Encourage students to submit assignments on time.
- Provide a clear and fair framework for handling late submissions.
- Maintain academic standards and fairness across all courses.

3. Scope

3.1. This procedure applies to all students enrolled in the Online School, covering all assignments, projects, papers, and other coursework submissions.

4. Definitions

4.1. **Assignment**: Any task, project, paper, or coursework required for completion as part of a course. (This does not include tests and quizzes as these will be outlined by the instructor in the course syllabus.)

4.2. **Due Date**: The specified date and time by which an assignment must be submitted. (see Course Schedule and Due Dates Procedure)

4.3. **Late Submission**: Any assignment submitted after the due date and time.

4.4. **Penalty**: A reduction in the assignment's grade due to late submission, as detailed in this procedure.

5. Procedure

5.1. Due Dates

- 5.1.1. All assignments must be submitted by the due date and time specified in the course syllabus or assignment instructions.

5.2. Late Submission Window

- 5.2.1. Assignments submitted up to 7 days after the due date will be considered late.

- 5.2.2. No assignments will be accepted more than 7 days past the due date without prior approval from the instructor or relevant academic authority.
- 5.2.3 This procedure does not apply to assignments due during the final week of the course, as no additional time will be available beyond the course end date.

5.3. Penalty for Late Submissions

- 5.3.1. A penalty of 10% of the total possible points for the assignment will be deducted for any late submission.
- 5.3.2. The 10% penalty is applicable immediately after the due date and will remain fixed regardless of the number of days late, up to the 7-day limit.

5.4. Request for Extension

- 5.4.1. Students may request an extension for assignment submissions under extenuating circumstances.
- 5.4.2. Extension requests must be submitted in writing to the instructor at least 24 hours before the due date.
- 5.4.3. Approval of extensions is at the discretion of the instructor and may require supporting documentation (e.g., a doctor's note, a family emergency notice, or other relevant official documentation).

5.5. Appeals

- 5.5.1. Online students who believe they have been unfairly penalized may appeal in writing to the Online Academic Advisor or relevant academic supervisor within 5 days of receiving the graded assignment.
- 5.5.2. The appeal must include a detailed explanation of the circumstances and any supporting evidence.

6. Responsibilities

6.1. Students

- 6.1.1. Students are responsible for managing their time effectively and ensuring timely submission of all assignments.
- 6.1.2. Students must communicate any difficulties in meeting deadlines to their instructors as soon as possible.

6.2. Instructors

- 6.2.1. Instructors are responsible for clearly communicating assignment due dates and late submission penalties.
- 6.2.2. Instructors must fairly and consistently apply this procedure to all late submissions.

Netiquette Procedure

Procedure Number: 001

Effective Date: [Insert Date]
Review Date: [Insert Date]

1. Introduction

In the digital age, maintaining respectful and professional interactions is crucial for fostering a positive learning environment. This procedure establishes guidelines for online netiquette to ensure that all members of the online school community—students, educators, and staff—engage in courteous, respectful, and productive communication.

2. Purpose

The purpose of this procedure is to promote effective communication and collaboration within the online learning environment. By setting standards for online behavior, the procedure aims to enhance the overall educational experience, prevent misunderstandings, and maintain a respectful atmosphere that supports academic success.

3. Scope

This procedure applies to all users of the online school's platforms, including students, teachers, administrators, and any other individuals who participate in or contribute to online activities related to the school. This includes, but is not limited to, discussion forums, email, LMS chat rooms, video conferencing, and other digital communication tools provided by the school.

4. Definitions

4.1 **Netiquette:** Short for "network etiquette," netiquette refers to the set of rules and guidelines that govern polite and respectful behavior in online communications.

4.2 **Online Platforms:** Digital tools and services provided by the online school, including but not limited to learning management systems, email, LMS chat services, and video conferencing tools.

5. Guidelines for Online Netiquette

5.1 Respectful Communication

- Always communicate respectfully and professionally, regardless of the medium.
- Use appropriate language and avoid offensive or derogatory remarks.
- Refrain from using all caps as it can be interpreted as shouting.

5.2 Constructive Feedback

- Provide feedback in a constructive and supportive manner.
- Focus on the content of the discussion rather than personal attributes.

5.3 Privacy and Confidentiality

- Respect the privacy of others and handle personal information with care.
- Do not share private messages or information without consent.

5.4 Timeliness and Responsiveness

- Respond to communications in a timely manner.
- Acknowledge receipt of messages and provide responses within a reasonable timeframe.

5.5 Appropriate Content

- Ensure that all content shared online is relevant to the educational context and adheres to the school's guidelines.
- Avoid posting or sharing content that is unrelated to the educational purpose or that could be considered inappropriate.

5.6 Inclusivity and Non-Discrimination

- Foster an inclusive environment by respecting diverse perspectives and backgrounds.
- Avoid discriminatory remarks or actions based on race, gender, religion, disability, or other personal attributes.

6. Compliance and Enforcement

6.1 Monitoring and Reporting

- The school reserves the right to monitor online communications to ensure adherence to this procedure.
- Users are encouraged to report any violations of this procedure to the appropriate school authorities.

6.2 Consequences

- Violations of this procedure may result in disciplinary action, including but not limited to warnings, suspension of access to online platforms, or other measures deemed appropriate by the school administration.

Technology Requirements Procedure

Procedure Number: 001

Effective Date: [Insert Date]
Review Date: [Insert Date]

1. Introduction

In an online school environment, reliable access to appropriate technology is crucial for ensuring students can successfully participate in their education. This procedure outlines the technology requirements that students, faculty, and staff must meet to effectively engage with the school's online platforms and resources.

2. Purpose

The purpose of this procedure is to establish clear guidelines regarding the minimum technology requirements for students, faculty, and staff in order to facilitate consistent and efficient access to the school's online learning environment. Ensuring that all members of the school community have the necessary tools will enhance the overall educational experience and maintain the integrity of the school's academic programs.

3. Scope

This procedure applies to all students, faculty, and staff of Bluefield State University, including those enrolled in or employed by the school, regardless of their location. The procedure also applies to any external contractors or partners who require access to the school's online platforms and resources.

4. Definitions

4.1. Technology Requirements: The hardware, software, and internet capabilities that individuals must possess to access and engage with the school's online resources effectively.

4.2. Online Platforms: The digital environments used by the school to deliver educational content, facilitate communication, and manage school operations. This includes Learning Management Systems (LMS), video conferencing tools, email systems, and other relevant software.

4.3. Support Services: The technical support provided by the school to assist students, faculty, and staff in meeting the technology requirements and resolving any issues related to accessing the online platforms.

5. Procedure

5.1. Minimum Technology Requirements

5.1.1. Hardware:

A desktop or laptop computer with a minimum and recommended hardware specifications, please refer to the following link: https://bluefieldstate.edu/technical-assistance/computerrequirements.

Please note that Macs and Google Chromebooks are not supported.

A built-in or external webcam and microphone.

A reliable printer (optional but recommended).

5.1.2. Software:

Operating System: Latest version of Windows.

Web Browser: The latest version of Chrome.

Office Suite: Access to Microsoft Office 365, Google Workspace, or equivalent.

PDF Reader: Adobe Acrobat Reader or equivalent.

Security: Up-to-date antivirus software.

5.1.3. Internet Connectivity:

A broadband internet connection with a minimum download speed of 10 Mbps and upload speed of 5 Mbps.

Wired internet connection (Ethernet) is recommended for stable connectivity, especially during live sessions and testing.

5.2. Technology Support

5.2.1. Technical Assistance:

For online assistance, students, faculty, and staff can access technical support through the Institutional Computer Services (ICS). While ICS is located on the first floor of Dickason Hall and provides on-site services at the Bluefield and Beckley campuses, they also support a wide range of online issues.

To submit a request, please utilize our ticket system and provide detailed information about your issue to help expedite your request. For immediate assistance, contact the Computer Services Help Desk at 304-327-4090, available Monday to Friday from 8:00 am to 5:00 pm.

5.3. Compliance

5.3.1. Adherence to Requirements:
All students, faculty, and staff are required to meet the minimum technology requirements as outlined in this procedure. Failure to comply may result in difficulties accessing course materials, participating in live sessions, or completing assignments.

5.3.2. Periodic Review:
The technology requirements will be reviewed annually to ensure they remain aligned with the school's educational needs and technological advancements. Updates to this procedure will be communicated to all stakeholders with sufficient notice.

5.4. Security and Privacy

5.4.1. Data Security:
Users must ensure that their devices are protected by up-to-date antivirus software and secure passwords. The use of VPNs is recommended when accessing the school's online platforms from public or unsecured networks.

5.4.2. Privacy:
All users are responsible for safeguarding their login credentials and for ensuring that their devices are used in a manner that maintains the confidentiality of school data.