

Sample Policy Statements to Include in Your Online Course

Time Commitment

Although this course does not require your physical presence on campus, it still requires that you commit the same amount of time as you would to an on-campus course. Per federal requirements, a 3-credit course equates to, on average, a minimum of 3 hours per week engaging with course instruction and an additional 6 hours per week completing assigned work outside of class. You will need to devote the same time and effort to an online course that you would to a course that meets in a physical classroom.

Self-Directed Learning

This course may require independently engaging with information in text, video, or audio format, contributing to online discussion, completing writing assignments, and/or conducting research. While there might not be mandatory simultaneous interaction with the instructor or other students, regular and substantial participation in the course is required.

Communication Plan

Contact me with questions about the course using your university email account or a Canvas communication tool (a Canvas mail message, comment in a designated course discussion). I check my university email and the Canvas course website daily during normal business hours and you can expect a response to your question within 24 hours, except on weekends or official holidays.

Confidentiality

Students might connect concepts being studied in the course with personal experience. Confidentiality is necessary for a welcoming and effective learning environment. Students should not repeat, forward, or otherwise communicate information about other students to individuals not enrolled in the course, nor should they allow others access to the course. Violation of this policy can result in removal from the course. Do not reveal personal information that you do not want made public or that might place yourself or others in legal jeopardy.

Civility

Salve Regina University is committed to maintaining a respectful learning environment in which students can express a variety of ideas and opinions. Uncivil, obscene, or disrespectful communication negatively affects the learning of other students and is not allowed. Disruptive behavior can result in removal from the course.

Technology

This course might require the use of hardware and software that meets certain university-established compatibility standards, the ability to access, securely store, and export files in specified formats, the use of integrated video, anti-plagiarism, or other applications, or the access of externally-hosted course materials. Contact the university's Technology Services Center at tsc@salve.edu if you experience difficulties with any of the above. The instructor is not able to diagnose technical problems.