



INDEPENDENT (IDL) COURSE POLICIES

NOTE: POLICIES, PROCEDURES & FEES SUBJECT TO CHANGE WITHOUT NOTICE.
VISIT WWW.CIU.EDU/DISTANCE FOR UPDATES.

Hint: For maximum flexibility, always purchase the materials and start working on the course before you register! Register at www.ciuonline.com using your CIU username and password. Contact the Registrar's Office at registrar@ciu.edu or (803) 803-5033 if you need assistance.

OFFICIAL COMMUNICATIONS

Because of privacy laws, all official e-mail correspondence will be sent to your CIUOnline e-mail address. **Please check it regularly.**

DEADLINES

	Fall 2008	Spring 2009 Undergrad Students	Spring 2009 Grad/Sem Students	Summer 2009
Registration opens <i>(You may begin submitting assignments once registered.)</i>	July 1, 2008	Dec. 1, 2008	Dec. 1, 2008	April 1, 2009
Official start of course	Aug. 19, 2008	Jan. 20, 2009	Feb. 2, 2009	May 25, 2009
Drop/add deadline	Aug. 26, 2008	Jan. 27, 2009	Feb. 9, 2009	June 1, 2009
Withdrawal deadline	Oct. 9, 2008	Mar. 3, 2009	Mar. 16, 2009	June 22, 2009
Request extension deadline <i>(For DE students only; 50% of course work must be completed.)</i>	Nov. 12, 2008	Apr. 15, 2009	Apr. 22, 2009	June 30, 2009
Official end of course <i>(All work must be submitted.)</i>	Dec. 12, 2008	May 15, 2009	May 22, 2009	July 31, 2009
Extension end date <i>(Only for DE students who have been granted an extension.)</i>	June 12, 2009	Nov. 15, 2009	Nov. 22, 2009	Jan. 31, 2010

Visit www.ciu.edu/distance for extended deadlines for Greek courses.

- ❖ Dropping or withdrawing from a distance education course must be completed through the Registrar's Office. E-mail registrar@ciu.edu or call (803) 807-5033 for assistance.
- ❖ Progress Report due dates are published in the syllabus. EX students must submit work by the due dates **or a grade penalty will be applied**. DE students are strongly encouraged to follow these due dates to stay on target.

- ❖ Your final Progress Report must be submitted to your faculty assistant by the last day of the semester. All examinations must be taken and submitted by the last day of the semester.
- ❖ **All work for graduating students must be received by noon the day before graduation.**

COURSE SECTIONS

- EX – Independent course taken as part of a semester load and for resident credit. The course must be completed by the end of the semester and assignments must be submitted by the dates in the syllabus to avoid a grade reduction. Undergraduate students must be either a junior or senior and have at least a 3.0 GPA to register for an EX course.
- DE – Independent course taken apart from a semester load. A DE course does not count for resident credit. It may be extended six months if 50 percent of the work is completed at least one month before the end of the semester. Reduced tuition applies for DE courses.

COURSE MATERIALS

- ❖ You are responsible for purchasing books, CDs, and other materials for your distance education courses. Visit www.ciu.edu/distance for a list of required materials and online ordering from the CIU bookstore.
- ❖ **Refunds for course materials must be handled through the vendor or bookstore from which you purchased the materials. The CIU bookstore can be reached at bookstore@ciu.edu or (803) 807-5263.**
- ❖ If you have a defective course CD, e-mail distance@ciu.edu or call (803) 807-5710 for replacement assistance.

PROGRESS REPORTS

- ❖ Course assignments are divided into a series of Progress Reports which list the work to be completed and submitted. Pace your work evenly so you have time for comprehension and reflection. Assignments may be submitted by e-mail, postal mail, or CIU campus mail.
- ❖ **Submitting more than one progress report at a time will result in a grade penalty.**

Submitting Work by Postal Mail:

Send the Progress Report form and completed work **in a sealed envelope, addressed to your faculty assistant** using the address below. Be sure to keep a copy of submitted work for your records. **Please allow seven days for postal delivery.**

Please address the envelope as follows:

CIU Distance Education Center
Attn: _____ (your faculty assistant's name)
7435 Monticello Rd.
Columbia, SC 29203

Submitting Work by Campus Mail:

Send that Progress Report form and completed work **in a sealed envelope, addressed to your faculty assistant c/o Distance Education Center**. Be sure to keep a copy of submitted work for your records.

Drop the envelope in the inter-office mailbox located in the Rossi Student Center. **Work is not accepted in the Distance Education Center; it must go through campus mail.**

Submitting Work by E-Mail:

Progress Report form must accompany your written work. Be sure to include the course number and Progress Report number, and a list of the assignments you are submitting. **Never submit assignments without the Progress Report Form as a cover sheet.**

Put the following information at the top of each assignment:

	Example:
Your name	Jannell Smith
The course number	THE 2110
Date of submission	Dec. 5, 2007
Assignment title as listed in Syllabus	Case Study # 2

Use this formula to name each assignment file submitted:

FORMULA: Course + (dash) + PR + Number of Progress Report

Example: BIB 5133 - PR 2 (The file name for BIB 3133, Progress Report # 2)

Attach your Progress Report Form and assignment file to an e-mail message.

- ❖ Work should be in Rich Text Format (.rtf) or Adobe Portable Document Format (.pdf). **Do not send work as a .zip, .tif, or other formats, as these e-mails are automatically deleted to prevent viruses** (your faculty assistant will not receive the e-mail message, and you will not be notified that it was rejected by the server).
- ❖ **Always put your course number in the e-mail subject line, and send your work directly to your faculty assistant, not CIU or the Distance Education Center.**
- ❖ **You are responsible for confirming that your work is received on time.** Keep an electronic copy of your documents until you receive your graded work. Your faculty assistant will reply, "File Received," when your work is received. Contact your faculty assistant if you do not receive confirmation. Graded work will be returned by postal mail or e-mail to your CIUOnline account. **Grade information cannot be sent to outside e-mail accounts.**

INCOMPLETES (EX STUDENTS ONLY)

The professor of an EX course may permit a grade of "I" (incomplete) to be given in extenuating circumstances. An incomplete normally adds one month or less for completion of additional work. **Receiving an incomplete in any course may negatively affect your financial aid or student loan deferment.**

Incompletes are considered only under these conditions:

- The student is enrolled in Section EX (resident credit/semester load).
- The majority of assignments have been completed, and graded work is completed satisfactorily.
- The professor has determined that the student has extenuating circumstances which warrant additional time for completion of assignments.

How to Request an Incomplete:

1. You must submit an Incomplete Grade Assignment form. Forms are available at your Academic Dean's Office. Contact your faculty assistant if you need assistance in acquiring the form.
2. Complete the top half of the form, including the "Reason for Incomplete" section, and submit the form to your faculty assistant.
3. Your faculty assistant will complete the projected grade and maximum grade items, and forward the form to the course professor. The professor will complete the deadline for submission of remaining work and submit the form to the Registrar's Office.
4. The Registrar's Office will notify you, your professor, and your faculty assistant of the outcome of your request once all of these steps are completed.

If your request is denied, all required work will be computed into the final course grade. Any work not submitted by the end of the semester will receive a grade of zero.

EXTENSIONS (DE STUDENTS ONLY)

Students taking independent courses as non-resident credit (DE) may request a six-month extension under the following circumstances:

- 50 percent of the work is completed at least 30 days before the original end of the course.
- The student is passing the course based on all submitted work.
- The Petition for Extension and \$50 fee for extended services is submitted by the deadline (30 days before the end of the course).

Please note the following:

- Extensions are granted only at the discretion of the professor and are not automatic.
- An extension cannot be renewed a second time.
- You cannot register for another online or independent course until any outstanding extensions have been completed.
- If you do not complete your course by the original end-of-semester date and do not apply for an extension at least 30 days before the end of the original semester, a final grade will be recorded which reflects a zero for each missing assignment.
- If an extension is approved, **you will have six months from the original end-of-semester date to complete all course work.**

How to Apply for an Extension:

1. Send an e-mail petition to your faculty assistant, including the following information:
 - (1) Your name, address & student ID #
 - (2) Course number & title
 - (3) Number of Progress Reports already submitted for grading (with all work completed).
 - (4) The reason you are petitioning for the extension.

2. **The information must be received 30 days before the original end date of the course.**
3. Your faculty assistant will notify you by e-mail of the result of your petition. If your request is denied, you will have until the original end date of the course to complete the work.
4. If your request is approved, your faculty assistant will reply back to you by e-mail with your new end date. You will then have **5 days to pay your \$50.00 extension fee. Failure to pay the extension fee will result in a hold being placed on your student record.** Instructions for online payments are listed below. If you need to make a different form of payment, please contact the Accounting Office at (803) 807-5055.
 - (1) At www.ciu.edu/college/academics
 - (2) Click *Bible College*
 - (3) Under *Academics*, click *More*
 - (4) Click *Online Full Payment*
 - (5) Click *Proceed*
 - (6) After all of your student information and a FACTS code has been created, click *Proceed*
 - (7) Key in credit card or bank card information; click *Proceed*

TAKING EXAMS

Taking Exams with a Proctor

- **Exams for this course must be taken under the supervision of a proctor who meets these qualifications:** a principal, professor, guidance counselor, school administrator, pastor, chaplain, or a church, missions, school or college leader who can administer the exam in his or her office. A proctor cannot be anyone related to you.
- **The proctor must be present the entire time while you take the exam.**

How to submit a Proctor Form:

1. When instructed on a Progress Report, fill out the Proctor Form. Include your proctor's name, position, and address.
 2. Mail, fax, or e-mail your completed Proctor Form to the Distance Education Center
 - E-mail: distance@ciu.edu
 - Fax: (803) 223-2502
 - Postal Mail: Distance Education Center
7435 Monticello Rd.
Columbia, SC 29203
 3. If sending as an e-mail message, list **all of the information on the Proctor Form in your e-mail message.** Be sure to put "Proctor Form" and the course number on the subject line.
 4. **You are responsible for getting the Proctor Form to the Distance Education Center in time for the exam to be sent to your proctor.**
- Take your exams **after** you have completed and reviewed all the work covered on that exam, but **before** you begin the work for your next Progress Report. Your work on the next Progress Report cannot be graded until you have taken an exam on the previous work.
 1. When you are ready to take your exam, contact your proctor and arrange a suitable time.
 2. **Bring photo identification and a supply of paper with you to the exam.**
 3. **No electronic device (computer, cell phone, PDA, etc.) may be used during the exam.**
 4. After you have taken the exam, you and your proctor must sign an honor statement.
 5. **Your proctor is responsible for returning the exam and your answer sheets to the Distance Education Center.** Please provide postage.

Taking Exams on Campus

- If you want to take your exam on the Columbia campus of CIU, write “Distance Education Center” in the proctor section, and “I will call to make an appointment to take the exam.”
- Mail, fax, or e-mail the Proctor Form to the Distance Education Center. (See instructions for submitting a Proctor Form above.)
- Take your exams **after** you have completed and reviewed all the work covered on that exam, but **before** you begin the work for your next Progress Report. Your work on the next Progress Report cannot be graded until you have taken an exam on the previous work.
 1. When you are ready to take your exam, call the Distance Education Center at (803) 807-5710 to sign up for a two-hour exam period. **Exam periods are limited, so call at least three days ahead of time to see if an exam period is available. All exams will be offered in a classroom setting, and by appointment only (no walk-ins).**
 2. **Bring photo identification and a supply of paper with you to the exam.**
 3. **No electronic device (computer, cell phone, PDA, etc.) may be used during the exam.**
 4. After you have taken the exam, sign the envelope honor statement and return the exam and your answer sheets to the proctor in the exam room.

Reviewing Exams You Have Taken

Exam questions cannot be returned with your answer sheets for reasons of security. If you are studying at a distance, you may contact the Distance Education Center at distance@ciu.edu or (803) 807-5710, and request that a copy of the exam be sent to your proctor. Under the same conditions as the exam was taken, you may review the exam with your answer sheets. Your proctor must return the exam to the Distance Education Center. You may also call or e-mail your faculty assistant to discuss exam items about which you have questions.

RETAKE A COURSE

If you receive a failing grade in a course, you may re-enroll in the course by paying the full current tuition and fees, and completing the requirements specified in the current syllabus. Re-enrollment entitles you to a new start to the course with new deadlines as specified in the Syllabus. Note that both the new and the old grade will appear on your transcript. Only the last grade will be computed into your GPA for academic purposes; however, both grades may be computed into your GPA for financial aid purposes.

VA STUDENTS

Students using military benefits are responsible for contacting their faculty assistant every week. **Weekly documentation of progress is required to maintain benefits.**

ADA ACCOMMODATIONS

If you require an accommodation for completing any assignment or taking exams, approval must be granted when you **first** enroll in a course. If you will need an accommodation, immediately contact the CIU Director of Academic Services at academicservices@ciu.edu or (803) 807-5611.