Waldorf University Mission Statement

Waldorf University seeks to be an engaging community of learning and faith where relationships are formed and opportunities for learning and service abound. Our mission is to educate the whole person emphasizing integrity and equipping students to succeed and to serve the communities where they live and work.

Academic Integrity Policy

“Honesty and integrity are taken very seriously at Waldorf University. All students should be familiar with the Waldorf University Academic Integrity Policy (found in the current Catalog) and the consequences which will result from breaches of this policy.”

Plagiarism

Plagiarism is using someone else’s words or ideas and representing them as your own without giving due credit to your source of information. If the plagiarism policy is violated, the student may fail an assignment, course, or be dismissed. This includes copying from a book, magazine, newspaper, website, or any other sources without giving credit to that source. If students incorporate another author’s writings into their paper, they must include this text in quotation marks, if directly quoted, and cite their source(s). Intentional plagiarism is deliberate cheating and includes, but is not limited to:

- Downloading a free research paper or purchasing a paper online.
- Buying a paper from a commercial papermill.
- Faking a citation.
- Submitting a paper written by someone else.
- Copying an entire article or a paper from any source.
- Resubmitting a paper that you have submitted for another course.

Unintentional plagiarism can occur when a writer commits the following acts:

- Copying and pasting to recreate a paper from several sources without citing them.
- Copying or paraphrasing sentences or paragraphs from sources without using proper citations.

Plagiarism, whether intentional or unintentional, remains a very serious academic offense. The College has stringent policies for handling offenders.

- The professor can record a failing grade for any plagiarized paper, test or assignment.
- The professor can fail the student for the course.
- The professor also has the option of referring the charge of cheating or plagiarism to the Assistant Dean for Online Learning for disciplinary action.

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- First offense: See above
- Second offense: Student fails the course.
- Third offense: Student is expelled from Waldorf University.
Cheating Policy

Cheating or other forms of deception is cause for dismissal. Examples of cheating include the following:

- Utilizing another student’s answers during an exam
- Using unauthorized materials during an exam
- Having someone take an exam for you
- Using unauthorized test materials
- Disseminating exams to others
- Plagiarism
- Falsifying information

APA Formatting

APA style formatting is the accepted/required manner in which all papers are to be formatted for all online courses. APA contains a set of rules for the preparation of your paper in a clear and concise manner that is commonly recognized in higher education. The Waldorf Online Library has set up an APA help page at: http://waldorf.libguides.com/aecontent.php?pid=153873.

In addition, the Purdue University OWL web page lists information to assist you in creating a comprehensive outline and to help you correctly apply the APA formatting style to your work. We recommend you print information from this site for future use. Using APA style formatting helps prevent some of the more common ways of unintended plagiarizing. Please be sure to visit the Purdue University OWL web page at the URL below: http://owl.english.purdue.edu/owl/resource/560/01.

Grading Policy

Waldorf will verify your attendance in each registered course at the end of the first week. The Unit I discussion board posting or Unit I Assessment must be submitted to verify attendance. Students who choose not to attend the first week will be institutionally dropped from the course.

All assignments and assessments are assigned in Blackboard. Students must submit all work in Blackboard, not through e-mail. By submitting through Blackboard your college record will automatically be updated to indicate you have submitted your assignment and it will be provided to your professor for grading.

The following list defines additional policies regarding late assignment submissions.

- Weekly course assignments must be turned in during the week they are assigned.
- Discussion Board Assignments: Respond to the Discussion Board Assignment by Saturday, 11:59 p.m. (Central Time). Comment on another student’s response by Tuesday, 11:59 p.m. (Central Time).
- Other graded assignments must be turned in by Tuesday 11:59 p.m. (Central Time).
- Assignments not turned in by the deadline will be penalized as follows:
  - One day late - 10 points deduction
  - Two days late - 20 points deduction
  - Three days late - 30 points deduction
  - Assignments will not be accepted after the third day - the student will earn a zero on assignments not turned in by the third day after the deadline.
  - Students earn zero points if Discussion Board assignments are submitted late.
Contacting Faculty

Students may find information about their professor in the online course by clicking on the Professor link. Students should direct all course-related questions to the professor. The preferred contact method for all Waldorf online faculty is their Waldorf e-mail as this provides a written record of all communication. However, many faculty members will make phone appointments if e-mail correspondence will not suffice.

All non-course content related questions should be directed to the Student Services Department at: students@waldorf.edu.

Contacting Waldorf University

Students with questions regarding course registration, procedural activities, textbook or course materials, or who need special assistance should contact Waldorf University using the following contact information: students@waldorf.edu

Technical Support

Are you having technical problems? Are you having trouble opening links in your course, accessing the CD or companion websites that accompany your textbook, or submitting assignments? Free, fast, friendly, reliable technical support is available to Waldorf students by phone (877) 399-1063 Monday - Friday, 8 am - 11 pm CST, or e-mail techsupport@waldorf.edu.

Online Library

The Luise V. Hanson Library provides access to a variety of resources to meet the information needs of students. Library professionals are available to help students with their research and to provide guidance in navigating the Waldorf online databases so that students are able to make full use of the information resources offered. Waldorf provides extensive research databases through which resources such as full text journal or magazine articles, newspaper articles, and electronic books are available. Library resources can be accessed by students from within their online course or through the myWaldorf Student Portal. In addition to the online resources provided by the Luise V. Hanson Library, students also have access to Columbia Southern University Online Library resources through an agreement between the institutions. Professional librarians are available to provide reference service via phone (877-350-0594) or e-mail (librarian@waldorf.edu) during the regular operating hours of the Luise V. Hanson Library building.

Please note that the hours listed reflect the regular fall and spring term library hours. Hours will vary during academic breaks and over the summer. Variations will be posted on the library webpage.

If assistance is needed after library hours, please send an email, and a librarian will respond to your request on the following workday.
Discussion Board Participation

Discussion boards offer the student the opportunity to demonstrate mastery of the unit objectives. Participating in the discussion board is your opportunity to interact with your fellow students and your professor. The discussion board is the time for you to express the knowledge you have gained in the course as well as a time to learn from the other students. Please read the following thoroughly.

1. The discussion board in your class:
   - There will be a minimum of 8 discussions/forums in your class.
   - You are required to respond in each discussion/forum.
     - Responses to the forum for each unit must be made by Saturday 11:59 p.m. (Central Time) in order to receive credit.
     - Comments to another student’s response in each unit must be made by Tuesday 11:59 p.m. (Central Time) in order to receive credit.
     - If you have a problem meeting the deadline, you must communicate this with your professor.
   - Verification that you are registered and attending class will be made:
     - by your posting a reply in the Unit 1 discussion
     - by the submission of the Unit 1 Assessment

Note: students who choose not to participate the first week of class will be institutionally dropped from the course.

2. Discussion boards used in the course are asynchronous; this means that they are not real time discussions. The students in the class will be answering and participating in the discussion at different times and will may be online at the same time.

3. Why do I need to use them?
   - Discussion boards are intended to make you think deeper about a topic. Take time to reflect on the questions and responses and strive to integrate research or class readings.
   - Discussion boards create a sense of community by allowing you to interact with your classmates in an online classroom.
   - Discussion boards offer the opportunity for active learning. Research studies have shown discussion boards are a powerful tool for students to learn, retain, and apply course content.

4. Participation:
   - When commenting to a professor or a fellow student, your response must be substantial and meaningful.
   - Your comments cannot be limited to “I agree” or “good point.” These are not substantial and meaningful replies.
   - You must use proper writing and grammar, including using APA citations when citing sources.
   - Your comments should add value.
     - Elaborate on the topic
     - Provide further explanation
     - Add value to the conversation
     - Offer informed points for debate
     - Acknowledge the value of other ideas expressed in the discussion
Course Policies

- Follow the rules of proper netiquette
  - Avoid sarcasm
  - Do not use negative or offensive language or content
  - Show respect to others
  - Choose your words wisely. Your posts represent you, so make sure you post with intelligence.
  - Follow the New York Times Rule: If you would feel comfortable posting your comments on the front page of the New York Times (or other major newspapers or television news reports), then the comments are appropriate. If you have any hesitation, do not post the comments!