

Distance Learning Policy & Procedure Manual



Created and maintained by:

Logos University of Sierra Leone & The Gambia

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Logos University of Sierra Leone Mission Statement

Logos University of Sierra Leone is a Christ-centered learning community committed to equipping students to become biblically competent, academically proficient, spiritually cultivated, and culturally engaged servant leaders.

Logos University of Sierra Leone Goals

1. To prepare students to transfer and be successful in their studies at other baccalaureate institutions and/or to be successful in careers for which they have been prepared.
2. To provide quality student services.
3. To provide access to college classes and programs using various instructional methods, including distance education.
4. To employ qualified faculty and staff, compensate them well, and provide opportunities for their professional development.
5. To provide facilities, technology, and support staff in order to improve student learning, enhance faculty and staff performance, augment community services, and make college services available via the Internet.
6. To improve communication among campus personnel and community members regarding the College goals, objectives, and activities.
7. To recruit and retain students from a diverse population.
8. To provide workforce training programs that meet requirements of religious, business, industry, educational, and public service agencies for basic skills, specific job skills, and technical skillstraining.

Mission of Distance learning

The mission of Distance Learning at Logos University is to provide quality instruction through electronic technologies to enable students to attain their educational goals consistent with our Institution's strategic initiative to provide access to college classes and programs using various instructional methods, including distance education. The program will extend the offerings of Logos University of Sierra Leone to the community and beyond through distance learning.

Distance Learning Goals

The identified goals are designed to reflect qualities of LU-Sierra Leone's stated goals.

Transfer/Career

- To identify, provide, expand, and coordinate the development of quality classes and programs to meet the needs of distance learners.

Student Services

- To develop or modify procedures for providing support services to distance learners in areas such as testing, admissions, registration, counseling, library services, financial aid, and advising using such means as email, telephone, web pages, and mail.

Instructional and Qualified Faculty/Professional Development

- To support and encourage the internal development of the distance learning program by promoting and providing guidelines for training, inclusion of distance learning classes in instructor workloads, and technical support.
- To provide strategies for effective delivery of distance learning alternatives through the development of policies for consistency in distance learning.
- To evaluate periodically and comprehensively every facet of the distance learning program and to use these results to restructure and improve the program.
- To recruit, train, counsel, evaluate, and retain highly qualified online instructors.
- To use previous semester data (enrollment number and type of classes) in the creation of classes schedules for each upcoming semester.

Resources

- To provide, through free Open Education Resources (OER) and the Logos University, Jacksonville Florida, USA online resources to be used for instructional purposes and by students (e.g., Tutor LMS, Edvance 360, Grammarly, Google Classroom, etc.).
- To provide orientations for online instructors, students, and newly hired online instructors.

Communication

- To maintain open and direct lines of communication with students and all college personnel including faculty, administration, and professional staff regarding current distance learning procedures.

Recruit/Retain

- To assist in the recruitment of students to Logos University of Sierra Leone with an emphasis on distance learning as a class option.
- To monitor and appropriately utilize data for purposes of retaining students in online classes each semester.

Policies and Procedures

I. Educational Programs

Quality of Courses	Online courses are comparable to traditional campus-based courses in terms of: (1) syllabi, (2) textbooks, (3), grading, (4) methods of evaluation, and (5) learning outcomes.
Course Review	A course review will be conducted for each first-time instructor and each new course. Criteria will include but not be limited to student satisfaction, student learning outcomes, student retention, class presentation, and class management.
Course Development Process	An open invitation is extended to all faculties for the development of Distance Learning classes; however, college staffing and curriculum priorities will require evaluation on a course-by-course basis. Faculty wishing to develop or conduct classes must submit a request to the eLearning Coordinator. All aspects of the course development must be complete prior to submission to the Logos University master schedule.
Ownership of Material	Logos University of Sierra Leone reserves the right of ownership of all electronic documents, programs, curricular, etc. developed under the auspices of the College.
Interaction with Students	<p>Communication between students and faculty is vital for the success of Distance Learning. Logos University of Sierra Leone has adopted the following Student Structured Access Policy:</p> <p>Logos University of Sierra Leone full-time and part-time faculty must provide structured access to online students. Access methods must be clearly stated within the Learning Management System course site and also within the course syllabus. Access in the form of stated “office hours” may consist of, but not be limited to, structured email response (within 24-48 hours) policies, designated live chat sessions, and/or discussion board postings, scheduled phone accessibility, or combinations of such methods.</p>
Tutor LMS v2.0 Google Classroom	<p>Logos University of Sierra Leone (LU-SL) has a contract with Tutor LMS through LOWCOFE church, which provides LU-SL a Learning Management System platform called Tutor LMS. Tutor LMS is available for all LU-SL classes via a website. The URL for the Logos University of Sierra Leone site is https://courses.lowcofe.org/</p> <p>Logos University of Sierra Leone also uses google classroom for online classes via a website: classroom.google.com</p>

II. Support Services

<p>Admissions</p>	<p>Online students are held to the same admission standards as traditional students and must follow the same process for enrollment at Logos University of Sierra Leone. Students may apply for admission, register for classes, and pay tuition fees without coming to campus. The following webpage has links to a Logos University application and financial aid information: https://dev.lowcofe.org/school-of-ministry-apply/</p>
<p>Registration</p>	<p>Students who wish to register for online classes should (1) consult with an advisor and (2) complete the self-registration process by accessing the distance learning website at https://courses.lowcofe.org/</p> <p>Registration is not complete until classes have been verified by College personnel. Following are reasons that classes may not be verified:</p> <ul style="list-style-type: none"> • Students must satisfy all pre- or co-requisites for certain classes. See the Logos University academic programs (http://www.logos.edu) for a complete listing. • A student cannot register for more than 18 total hours per term. If the student requests online classes that will make the TOTAL hours (the sum of day, evening, and online classes) more than 18 hours, the entire online registration will be denied. It is highly recommended that a student does not take more than 18 hours with some of them being online classes. Students who attempt this have a very low rate of success. Online classes take more time than traditional classes, not less. • A hold in the Business Office or Registrar's Office will result in removal from requested online classes. • Classes will not be verified if the student registered using a different login information from what was originally created.
<p>Advising</p>	<p>Logos University of Sierra Leone recognizes the importance of a thorough program of academic advising. While it is ultimately the responsibility of the students to select and follow a program of study which will lead to their instructional objectives, the College provides counselors who are equipped to advise students regarding career path and class selections. Students are encouraged to contact a faculty advisor who is an expert in the student's field of study.</p> <p>Graduation requirements can be found by accessing the College catalog or Logos University official website at www.logos.edu</p>

<p>Financial Aid</p>	<p>Logos University of Sierra Leone tuition fees are currently being discounted by Logos University, Florida USA and therefore no additional financial aid is being offered. However, students are able to make payment plans for the semester which allows them to make monthly payments after an initial down payment towards their tuition and fees.</p> <p>All payment to the University must be made directly to Sierra Leone commercial bank account No. 003013099533112117</p>
<p>Student Records</p>	<p>A transcript will be issued by Logos University, Florida, USA upon a receipt of a written and signed request from the student. Students may request a transcript by accessing the Transcript Order Form on the Logos University Admissions website at https://www.logos.edu/admissions/transcripts/</p>
<p>Student Grievance Procedure</p>	<p>Logos University of Sierra Leone attempts to resolve internally all types of grievances at the level where they occur and in a timely manner.</p> <p>It is the student's advantage to keep communication open with faculty, staff, and peers, thus avoiding the necessity for appeals. Any distance learning student wishing to make a formal complaint regarding a college program, a service of the college, an employee of the college, or any other individual or aspect of the college, must take the following steps:</p> <ol style="list-style-type: none"> 1. Discuss the problem with the faculty member, staff member, or administrator involved. Direct communication between the two parties usually resolves most of the problems. 2. If informal efforts to resolve the problem are not productive, the complainant should then contact the eLearning Coordinator to help in processing the complaint. The complaint must be in writing and sent to logosadmin@lowcofe.org
	<p>The coordinator will organize the information regarding the student's issue.</p> <ol style="list-style-type: none"> 3. If the complainant, at this point, wishes to file a formal complaint, he or she should express the nature of the complaint and all pertinent information in writing to the Director of Office of distance learning. A response will be sent within ten working days. 4. If the student is not satisfied with the resolution of grievance, that student may then appeal in writing to the Campus Director. The appeal to the Campus Director must be made within three days of the previous decision. The Campus Director decision will be final. 5. Students who do not submit a written appeal by the appointed date forfeit any further consideration in this matter. 6. No adverse action will be taken against a student for filing a complaint.

<p>Withdrawal Process (Classes or College)</p>	<p>In order for LU-SL online students to withdraw from an online class they must notify their professor and send an email to logosadmin@lowcofe.org When the student submits the withdrawal request, the registrar's office will be notified immediately. Note: There is no refund once the student has completed an assignment/activity in their online classes and he/she is responsible for all charges associated with the online classes. If the student decides to withdraw from an online class, he/she will receive a "W" as long as the withdrawal is received by the LU-SL deadline date.</p>
	<p>If a student asks to be withdrawn, promptly refer them to the eLearning website. Withdrawals cannot be submitted after a certain date in the semester (a calendar with this date is provided to all online instructors and is posted on the eLearning Calendar on the eLearning website).</p>
<p>Honesty Policy</p>	<p>Academic misconduct is a serious offense because it diminishes the quality of academic scholarship; defrauds society, the institution, the faculty, and other students; and undermines the efforts of those who eventually depend upon the knowledge and integrity of our faculty and staff.</p> <p>Academic misconduct is any activity which may compromise the integrity of LU-SL. Academic misconduct includes, but is not limited to, deceptive acts such as the following:</p> <ol style="list-style-type: none"> 1. Asking for or giving another student information during a test; 2. Copying answers from another student's paper or intentionally allowing someone to copy from one's own paper during a test; 3. Using materials prohibited by the instructor during a test; 4. Either impersonating another student during a test or having another person assume one's identity during a test; 5. Changing answers on a previously graded test in order to have a grade revised; 6. Stealing examination materials; 7. Plagiarism, which is copying material, either exactly or in essence, and not providing appropriate documentation; 8. Copying or falsifying a laboratory or clinical project/assignment, including computer programs, in either disk or hard copy form; 9. Allowing someone else to compose or rewrite a student's assignment; 10. Stealing, buying, selling, or otherwise providing research papers. <p>As with other violations of student conduct, academic misconduct may result in disciplinary action.</p>

Procedure for Violators of Academic Misconduct

1. When academic misconduct has occurred in an online class, the instructor has the responsibility of assigning an appropriate penalty in accordance with the instructor's policy. This may include failure of the assignment or failure of the classes. This should be documented in the course syllabus.
2. Online faculty are to report all incidents of academic dishonesty to the eLearning Office in writing. The report will include the date, time and place of the event, names of students involved, a summary of the infraction, and the action taken by the instructor.
3. If the misconduct occurred during a proctored test, the Proctor will email a detailed account of the incident to the instructor of the class and carbon copy the eLearning Office.
4. Appeal of the action must be made in writing to the eLearning Coordinator within 10 working days of the notification of the action that will be taken.

Resources

Web Sites with OER resources

- **The Community College Consortium for Open Educational Resources** - CCCOER is a joint effort by the OER Center for California, Foothill-De Anza Community College District, the League for Innovation in the Community College and many other community colleges and university partners to develop and use open educational resources (OER) and especially open textbooks in community college courses.
- **OpenStax** is a non-profit digital ecosystem serving millions of users per month in the delivery of free educational content to improve learning outcomes.
- **Free Online Course Materials** is a California State University MERLOT collection of over 35,000 open course materials.
- **MIT OpenCourseWare (OCW)** is a web-based publication of virtually all MIT course content. OCW is open and available to the world and is a permanent MIT activity.
- **The Open Course Library**, from Washington State University, is a collection of expertly developed educational materials – including textbooks, syllabi, course activities, readings, and assessments – for 81 high-enrollment college courses. 42 courses have been completed so far, providing faculty with a high-quality, affordable option that will cost students no more than \$30 for textbooks.

	<ul style="list-style-type: none"> • <u>OER Commons</u> was created as a network for teaching and learning materials, the web site offers engagement with resources in the form of social bookmarking, tagging, rating, and reviewing. • <u>WikiEducator</u> is a community project working collaboratively with the Free Culture Movement towards a free version of the education curriculum by 2015. Driven by the learning for development agenda WikiEducator is developing free content for use in schools, polytechnics, universities, vocational education institutions and informal education settings. • <u>The World Digital Library (WDL)</u> makes available on the Internet, free of charge and in multilingual format, significant primary materials from countries and cultures around the world. <p>This allows the online students to search multiple databases free using the various system.</p>
<p>Bookstore</p>	<p>Textbooks and handouts for LU-SL students, enrolled in LU-SL provided online classes, can be purchased at Amazon Store or other websites. However, there will be course materials provided within the course shell at no cost to the student.</p>
<p>Technical Assistance</p>	<p>LU-SL provides technology support to online faculty and students. Requests for technical assistance from students should first be made to the providing instructor. Online students who are enrolled in hosted classes should contact the eLearning Coordinator for technical assistance unless the issue is related to specific classes-related software in which case the host instructor should be contacted.</p> <p>While Logos University of Sierra Leone is pleased to assist online students with technical issues, students who are not technologically literate should acquire computer-use skills before opting to take online classes. Also, the Office of eLearning is not liable for computer problems. It is the students' responsibility to make sure their computer is equipped with the proper hardware and software before taking online classes.</p>

III. General Information about Online Classes

NOTE: The information in this section is the information provided to the students through the Office of eLearning and should be used when planning a class.

Availability of Online Classes	Students may only enroll in online classes that are listed in the Logos University catalog. All Logos University classes are offered online through the LMS platform and zoom. Students can request a specific online class by emailing logosadmin@lowcofe.org . Once requested, the course approval process will take place. The student will be notified by email as to whether the course has been approved or denied. Logos University of Sierra Leone reserves the right to change instructors, change class's schedules, and cancel classes due to insufficient enrollment or unforeseen circumstances.
Registration Confirmation	The Office of eLearning will e-mail a registration confirmation to all LU-SL students registered for online classes. Students should receive an email confirmation of registration within three days of paying their registration fees.
Online Class Start Date	Students will not be able to access their classes until the first day of online classes. All LU-SL online classes are taught using the Tutor LMS learning management system.
Pre-requisites for Classes	All students must meet pre-requisite requirements as outline in the Logos University catalog.

<p>Computers for Online Classes</p>	<p>Each student planning to take an online class should have his or her own personal computer. Computers should be equipped with at least the following:</p> <p>Screen Size: A minimum of 1024x600. That is the average size of a netbook. Computer Speed and Processor: Use a computer 5 years old or newer when possible. 1 GB of RAM, 2 GHz processor. Internet Speed: Minimum of 512kbps. Operating System: Windows XP SP3 and newer, Mac OSX 10.6 and newer, Linux chromeOS, iOS 5 and newer, and/or Android 2.3 and newer. It is recommended that you install the Mobile Apps for iOS or Android devices.</p> <p>Web Browser: Tutor LMS v2.0 supports the last two versions of every browser (InternetExplorer, Chrome, Safari, Firefox) and Flash release. It is recommended that you update to the newest version of whatever browser you are using, as well as the most up-to-date Flash plug-in. JavaScript must be enabled in your browser.</p> <p>The University is not responsible for technical problems that students may have with computers used to access their online classes.</p>
<p>Internet Access</p>	<p>Students will need to have their own Internet Service Provider to access their course site. The College is not responsible for technical problems that students may experience with their Internet Service provider or computer.</p>
<p>Attendance/ Absences</p>	<p>At the beginning of the classes, the instructor must communicate with the student by documented classes policies his/her expectations regarding the format and frequency of class attendance.</p> <p>Online classes at Logos University of Sierra Leone are not self-paced. It does not include independent study/self-paced classes. The instructor is the person responsible for setting the pace, not the student. Taking attendance is an important part of the instructor's responsibility and is critical to retention. The following is the attendance policy for online classes:</p> <p style="padding-left: 40px;">LU-SL defines attendance in online classes as active participation in classes learning activities. Attendance should be measured weekly and should be based upon documentable engagement with course content.</p> <p>A student participating in a provided online class will be allowed two (2) absences for full-term (15 weeks) online classes and one (1) absence for short-term (8 weeks) online classes. Attendance will be monitored by timely submission of assignments, including tests, homework, projects, discussion board entries, etc. A student is expected to complete such assignments by the appropriate due date. Failure to complete such assignments by the due date will be recorded as an absence. Upon the third absence in a full-term class and second absence in a short-term classes, the student will be administratively withdrawn from the classes barring any extenuating circumstances.</p>

IV. Faculty

<p>Faculty Load</p>	<p>An instructor is limited to teaching no more than fifteen semester hours in a summer semester. An instructor may be assigned no more than three different course preparations during the summer semester. Adjunct faculty is allowed to teach two online classes during each the fall and spring semesters. Full-time faculty is offered online classes as needed to meet the demand from students. If these classes are in addition to the required full-time faculty load, then overload compensation may be required.</p>
<p>LU-SL Office of eLearning Faculty Requirements</p>	<p>In addition to the faculty requirements outlined by the College for all instructors, the Office of eLearning considers the development of the online faculty to be a critical element to the success of the distance learning effort. Online faculty will exhibit the following characteristics:</p> <ol style="list-style-type: none"> 1. Participate in the orientation session for online faculty. The state-provided Teaching Effectively Online course serves as a training class for teaching online classes. New faculty members must also complete Tutor LMS training (LMS used to teach online classes) offered by the Office of eLearning and the eLearning Boot Camp orientation class in order to teach online at LU-SL. 2. Possess or are capable of developing enhanced technology skills. 3. Meet the basic requirements for instruction within the discipline using the Logos University, Florida USA criteria as stated in the <i>Memorandum of Agreement</i>
<p>Adjunct Faculty Through LU-SL</p>	<p>Adjunct faculty employed by Logos University of Sierra Leone are a vital component of the online program. These instructors are paid in the same manner as adjuncts teaching day, night, or weekend classes on a contractual basis. Adjuncts are employed for one semester, and the college determines whether adjuncts are asked to teach each succeeding semester. LU-SL adjuncts are required to follow the class syllabus provided to them by the college and must use class materials such as a textbook to teach the online class.</p>
<p>Credentials/ Repository</p>	<p>In all academic areas, the master's degree with eighteen (18) graduate semester hours of specialization in the teaching field is considered the minimum requirement. In specialized, professional, career or technical fields, evidence of professional competency is acceptable in lieu of formal academic preparation.</p> <p>Logos University of Sierra Leone must supply online faculty credential information to Logos University, USA central repository for restricted viewing by the appropriate authorities. A Faculty Credentials Certification form must be completed for each faculty member.</p>

<p>Supervisor Evaluation of Faculty</p>	<p><i>Supervisor Evaluation of Faculty</i></p> <p>The purpose of supervisor evaluation of faculty is to improve instruction. The evaluations focus on the appropriateness of learning objectives, the validation of desired learning outcomes, and the appropriateness of class policies.</p> <p>Supervisor Evaluation of Faculty is an in-depth evaluation that is very detailed. This evaluation is conducted every year by a Lead Online Instructor or eLearning Coordinator (if Lead Online Instructor doesn't exist) and more often if:</p> <ul style="list-style-type: none"> • the previous evaluation revealed significant concerns, and the instructor was asked to address the issues. A follow-up evaluation is conducted the next semester to ascertain whether the concerns were addressed. • an unusual number of complaints are received, an unscheduled evaluation of the classes may be warrant. <p>Upon completion of the evaluation process, an Academic Quality letter from the Campus Director and the Director of eLearning will be issued to each chief academic officer of LU-SL membership stating:</p> <p><i>We have reviewed the evaluations of classes and instructors both as a host and as a provider of all instructors used by Logos University of Sierra Leone for _____ term. I further certify that the instructors have adequate academic preparation for classes offered, classes content criteria as stated in the Logos University faculty handbook, and that instructor evaluations have been viewed.</i></p>
<p>Scheduling of Online Classes</p>	<p>Online classes will follow the LU-SL schedule that is established by the Campus. Any exceptions must be authorized by the Director of eLearning and the eLearning Coordinator. It is the intent to host classes available on the LU-SL platform.</p>

VI. Administration, Facilities/Equipment, & Finance

Personnel	Logos University, Jacksonville, Florida, USA has designated qualified personnel for the purpose of the administration of Distance Learning at Logos University of Sierra Leone. The eLearning Coordinator reports to the Director of eLearning.
Quality of Distance Learning	The eLearning Director at Logos University, Florida, USA is responsible for the quality of Distance Learning at Logos University of Sierra Leone
Marketing/ Recruitment	Online classes are advertised on the Light of the World Christian Fellowship LOWCOFE website. LU-SL is affiliated with Logos University, USA and all academic programs and catalog are advertised through the official Logos University website (www.logos.edu).
Facilities/ Equipment	The college provides online learning management system necessary to meet program/classes requirements and train/support current and potential online faculty members.
Funding	Designated funds for the operation of distance learning programs are administered through the general educational program budget.