# Course Number

## Course Title

## Course Description

Enter Course Description from catalog.

## Course Prerequisites

Enter course prerequisites

## Required Materials

Enter textbook, other resources here. Must include ISBN number.

## Accreditation

Southern Wesleyan University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate, baccalaureate, and masters degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097 or call 404-679-4500 for questions about the accreditation of Southern Wesleyan University.

## Program Learning Outcomes

Enter program learning outcomes

|  |  |
| --- | --- |
| **PLO#1** |  |
| **PLO#2** |  |
| **PLO#3** |  |
| **PLO#4** |  |
| **PLO#5** |  |

## Course Learning Outcomes

Enter course learning outcomes, connect to program learning outcomes

|  |  |  |
| --- | --- | --- |
|  | | **Aligns with** |
| **CLO#1** |  | **PLO(s)#** |
| **CLO#2** |  | **PLO(s)#** |
| **CLO#3** |  | **PLO(s)#** |
| **CLO#4** |  | **PLO(s)#** |
| **CLO#5** |  | **PLO(s)#** |

## Course Learning Assignments and Assessments

### Grading

|  |  |
| --- | --- |
| Enter Grade Category 1 (e.g. Discussions) | Enter % |
| Enter Grade Category 2 | Enter % |
| Enter Grade Category 3 | Enter % |
| Enter Grade Category 4 | Enter % |
| **Total** | **100%** |

#### Enter Grade Category 1 from table above – Enter %

Enter description for Grade Category 1. Provide guidelines, standards and rubrics.

#### Enter Grade Category 2 from table above – Enter %

Enter description for Grade Category 2. Provide guidelines, standards and rubrics.

#### Enter Grade Category 3 from table above – Enter %

Enter description for Grade Category 3. Provide guidelines, standards and rubrics.

#### Enter Grade Category 4 from table above – Enter %

Enter description for Grade Category 4. Provide guidelines, standards and rubrics.

### GRADE EQUIVALENCY TABLE

All grades are reported in a system of eleven letter grades designated as “A” through “F” with appropriate plus and minus additions reflecting the following scheme:

|  |  |  |
| --- | --- | --- |
| **Percentage**  **Value** | **Letter**  **Grade** | **Numeric Value for GPA** |
| 93-100 | A | 4.0 |
| 90-32 | A- | 3.7 |
| 86-89 | B+ | 3.4 |
| 83-85 | B | 3.0 |
| 80-82 | B- | 2.7 |
| 76-79 | C+ | 2.4 |
| 73-75 | C | 2.0 |
| 70-72 | C- | 1.7 |
| 65-69 | D+ | 1.4 |
| 60-64 | D | 1.0 |
| <60 | F | 0.0 |

## Course Policies

### Attendance Policy

Regular attendance is a key to success in the course. Please refer to the Attendance Policy outlined in the Catalog for full details of the SWU policy on attendance.

Online attendance is based on completion of at least one designated assignment by the due date/time posted within the course site for each session. Online activities may include lecture, assignments, readings, discussion forums, and assessments (e.g. quizzes, tests).

**Late Assignment Policy**

**Assignments**

Meeting assigned due dates is critical for demonstrating progress and ensuring appropriate time for instructor feedback on assignments. Students are expected to submit their assignments on or before the due date. Assignments are due by midnight on the days specified.

In the case of extenuating circumstances (such as hospitalization, childbirth, major accident, injury, military obligation, or bereavement), it is the responsibility of students to contact the instructor as soon as practicable. Students will receive a 20% reduction of their grade for each day an assignment is late. Students who submit assignments more than four days late will receive a grade of zero on the assignment. The instructor may waive the late penalty if the circumstances are justified.

Please note that I will not be accepting late assignments if you did not communicate with me to make arrangements. Those assignments will receive an automatic 0.

In the case of zeros due to the above, I will work with you on grade reduction if you get the assignment in within a week.

In the case of zeros due to other reasons, even with communication, they will be subject to the daily point reduction called for in our policy. Thank you for understanding.

Students must submit final course assignments no later than the last day of the term. No assignments are accepted after the last day of the term.

**Discussions**

Students must submit discussion board postings during the time frame indicated. Discussion board submissions will not be accepted for credit after the deadline.

### Communication

The course site (Canvas) and SWU email are the primary tools for class communication, assignments, handouts, etc. All participants must have access to the course site and SWU e-mail and are expected to access them on a daily basis.

While it is important to maintain good communication with the instructor, Internet connectivity problems and home computer problems are not considered adequate excuses for missing assigned classwork.

### Technology Requirements

To be successful in this course, all participants are expected to ensure their technology equipment meets the [recommendations](https://www.swu.edu/technology-services/computer-recommendations/) provided by SWU’s Technology Services.

Students requiring technical support related to their courses or other SWU-provided technologies should send an e-mail to helpdesk@swu.edu or call 864.644.5050.

### Academic Honesty

Honesty in all matters - including honesty in academic endeavors - is a valued principle at Southern Wesleyan University. It is the expectation of the university that all those joining the academic program will act with integrity in all matters.

No forms of academic honesty will be tolerated. Students are encouraged to help each other maintain these high standards. All academic dishonesty should be reported to the faculty directly. Faculty, upon evidence of academic dishonesty (cheating, plagiarism, or misuse of another’s intellectual property), either by voluntary confession, report of another student, or on the basis of work submitted, must follow the procedure outlined in the Catalog (under *Academic Honesty*). This includes but is not limited to a zero for the work involved, 10% course grade reduction, or a failing grade for the course. Unresolved cases may be appealed using the Appeal Process outlined in the Catalog (under *Academic Honesty*).

### Accommodations for Students with Disabilities

Southern Wesleyan University is committed to providing equitable access to learning opportunities for all students. Accommodations can be made for students with disabilities, as outlined in “Services for Students with Disabilities,” found in mySWU’s Student tab under The Learning Center.  Any student desiring accommodations must send the request and all documentation to the Academic Coordinator at the learning site where he/she attends classes.  The Academic Coordinator will forward the materials to the Student Success Coordinator for Southern Wesleyan University.