

INSTITUTIONAL POLICY FOR PROGRAMS UNDER THE ONLINE AND HYBRID STUDY MODALITY

Introduction

Compliance of the Columbia Central University (CCU) mission depends on a number of factors, among them, being attuned to technological and educational changes to offer diverse modalities of studies to help students achieve their academic goals. CCU offers the local and international Community, access to programs under the modality of online and hybrid studies and a system of learning management for managing distance courses. Therefore, the Office of the Vice-president for Academic Affairs has established the Institutional Policy for Programs under the Online and Hybrid Study Modality based on the rules, procedures, and regulations established by the Puerto Rico Council for Education, the Middle States Commission on Higher Education, and the United States Department of Education.

Applicability

This policy applies to all directors/academic coordinators, faculty, and students of all campuses and programs offered under the online and hybrid study modality.

Provisions

University's responsibility:

1. Ensure access of registered students to courses and programs under the online and hybrid modalities.
2. Provide an activities calendar at the beginning of each course.
3. Provide orientation about the use and management of the teaching platform of the courses at the beginning of each academic term.
4. Offer technical support twenty-four (24) hours a day, seven days a week.
5. Provide students the mechanisms to communicate with academic and administrative authorities.
6. Provide permanent access to an online copy of this policy.

Student's responsibility:

1. Complete the sworn declaration of each course at the beginning of each academic term.
2. Access frequently the teaching platform or online links indicated, as part of the study activities of the course(s) in which the student is registered.

3. Participate actively in internal activities of the course (s) through the general discussion forums.
4. Study the content provided, research the indicated topics, and meet the requirements according to the schedule of the registered course (s).
5. Respect the correct use of information sources and copyrights of all content used subject to intellectual property laws.
6. Comply with the university's administrative requirements.

Administrative responsibilities


1. The student's registration under the online and hybrid modalities will be defined by:
 - a. The choice of the student who expresses formally his/her interest, according to his/her convenience, to withdraw from the course within the established time.
 - b. The determination of the institution to modify this status due to any incident specified in the regulations and indicated as such.
 - c. Compliance with institutional criteria for managing the registration of online students is as follows:
 1. Enter the specific course in the learning platform with a frequency no greater than 14 calendar days.
 2. Participate in the specific course's virtual classroom with a frequency no greater than 14 calendar days.
 3. Delivers on time the programmed activities in the calendar established at the beginning of the specific course. If the time lapse between a programmed activity and another is greater than 14 calendar days, the student must meet another factor of the list within the corresponding period.
 4. Delivery of any communication to the professor through the internal communication tools of the platform with a frequency no greater than 14 calendar days. This communication may be a question regarding the material or related to the administration of the specific course.
 5. Delivery of any communication to a classmate of each specific course related to any group activity of the course with a frequency no greater than 14 calendar days.
 6. Delivery of any communication related to the course to the auxiliary teaching technician of the specific course with a frequency no greater than 14 calendar days.
 7. An agreed-upon, written justification in advance for any absence of more than 14 calendar days for each specific course entered within the platform.

Agreements such as this with the professor of each course will be submitted to the area coordinator and the dean.

- d. To maintain a valid registration for each course, the student must rectify in writing within the established time, with the university, any justified exception to the previous regulation.

Revised by : 
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Approved by : 
Daritza Mulero Méndez, President

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