

## Rowan Online Expectations & Policies

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### About CPCE at Rowan

The College of Professional & Continuing Education (CPCE) was established to facilitate access to Rowan University's high quality academic programs for individuals seeking education, training, and enrichment in a convenient and affordable setting. CPCE students are characterized as non-traditional because of their personal and professional lives and their preference for studying with flexible schedules and convenient and innovative instructional modes of delivery.

CPCE students are admitted according to the standards and requirements established by the Admission's Office, the Graduate School, and the corresponding departments. CPCE does not have its own degrees, nor does it "own" a curriculum. It is simply a vehicle to offer existing Rowan courses and degree/certificate programs to a different population of students through alternative modes of instructional delivery such as accelerated, off-site, and online. Therefore, the respective academic unit will grant the same diploma and/or certificate to students pursuing a degree through CPCE as it would to a traditional student. No matter where you study, you are a Rowan student.

While you are fully a part of Rowan University and adhere to the same academic policies as the traditional learner, as a CPCE student, it's important to know that you will often follow different administrative processes that better meet your unique needs. For this reason, we ask that you stay in touch with CPCE to make sure you follow the appropriate steps for your particular program and stay on the right track along the way toward your degree!

CPCE is on Rowan's main campus at:

Education Hall, 201 Mullica Hill Road, Glassboro, NJ, 08028

Phone: 856-256-5435, Fax: 856-256-5638, Email: [cpceacademicservices@rowan.edu](mailto:cpceacademicservices@rowan.edu), Web: [www.rowan.edu/cpce](http://www.rowan.edu/cpce)

### About Rowan Online

The Rowan Online Program is a Rowan University initiative administered by the College of Professional & Continuing Education (CPCE). Individual courses, instructors, and related academic functions are administered and managed by the college that holds the degree or certificate program in which you are enrolled.

### The Rowan Online Course Format

Online courses are offered as 8-week accelerated modules. This means that the amount of course content typically covered in a full 16 week semester is now covered in 8 weeks (except for some special offerings; please consult your course syllabus for details). For this reason, students should expect to devote more time per week to their online assignments. While the pace is faster, the advantage is that you are usually able to complete your online program more quickly than a traditional program. Each week of a Rowan Online course will begin on a Tuesday at 8:00 AM Eastern Time (ET) and end on the following Monday at midnight. This gives students the benefit of a full weekend to work on and complete assignments each week.

### What Students Should Expect

The following is a list of what a student can expect to encounter in the Rowan Online program.

- You are expected to become familiar with and follow Rowan University policies.
  - All student communication is expected to be courteous, professional, and in conjunction with Rowan University's Code of Conduct posted in Rowan's official Student Information Guide and available at [www.rowanonline.com](http://www.rowanonline.com) under the "Current Students" section. Activity that denotes conduct unbecoming of a student will be reported to the Office of Student Affairs and handled appropriately.
- Your course will become available to you approximately 4-5 days prior to the start of the module assuming that you have been registered and that you have completed the Technology Activation process through Rowan.
- You should log in to your online course as soon as possible after registration.
- All course dates and times will be based on Eastern Time (ET), USA.
- All major assignments and their due dates will be outlined in the course syllabus which will be posted at the beginning of the current online module.
- You may be required to complete coursework over holidays and holiday weekends. Also, due to the nature and timing of the online course, it is not possible to accommodate individual student vacations/business trips, etc.

### What Students Should Expect Continued

- You will be expected to dedicate an average of 12 hours per week per course.
  - You are expected to participate regularly in every posted discussion board in your respective courses.
  - Some work may be done outside the Blackboard system, such as reading assignments, typing a paper, and in some cases, completion of fieldwork.
  - At an absolute minimum, students must be logged into the Blackboard system for 4 total hours per week as mandatory proof of attendance. The time does not have to be in consecutive hours or in a single Blackboard login session.
- All assignments are to be completed and submitted by the posted due date.
  - Special accommodations (such as those for religious observance) must be arranged with the instructor well in advance.
  - Except for special extensions, all *written* assignments are due prior to 12 AM (midnight) on the posted due date.
  - Some course *activities*, such as posting messages to a discussion board, may be due during the week. You will always have up until 11:59 PM (ET) on the posted due date to complete mid-week activities.
  - Due to the pace of the course, late assignments will not be accepted. The only exception is in the event of a documented hardship. Any due date flexibility is at the discretion of the course instructor and must be agreed upon between the instructor and the individual student well in advance of the due date.
- You should have a dedicated computer with a recent version of Microsoft Office installed that meets the required minimum specifications available at [www.rowanonline.com](http://www.rowanonline.com).
  - You should be comfortable using Microsoft Office Suite, specifically Word, Excel, and PowerPoint, before starting an online course.
  - All written assignments must be submitted as Microsoft Word Document File attachments or the file format specified. No other formats (including WordPerfect) will be supported.
- You are expected to communicate about course-related issues and/or with course instructors via one of the following methods:
  - Tools in Blackboard, like discussion boards and chat rooms;
    - Correspondence held outside of Blackboard, either using other software products (i.e. AOL Instant Messenger), or by email and voice communication, cannot be monitored and therefore cannot be taken into consideration for a student's participation grade.
  - Your official Rowan email;
    - Email is the preferred method of direct, private instructor correspondence. You are expected to use your official Rowan-issued Student Email account for all course-related communication, and you must check this on an almost daily basis. The University, faculty, and other administration will use Rowan email as the primary means to provide you with announcements and important information. You may forward your Rowan email to your personal email account if you choose. Further instructions are available at [www.rowanonline.com](http://www.rowanonline.com).
    - Please note that student email is private and neither monitored nor accessible by Rowan University faculty members.
    - Instructors will provide a 1 business day turn-around for all email inquiries, unless otherwise noted.
  - Phone.
    - There will be certain occasions when it may be appropriate to contact your instructor by phone. Consult the course syllabus for contact information.
- You are expected to acquire all materials by the start of the course (but no later than the 4th day of the 1st week of the course). This includes textbooks, publications, and software that are listed in the course syllabus as "required."
  - Required textbooks for all CPCE courses as well as information regarding how and where to purchase them are listed in the CPCE Section Tally: [www.rowan.edu/cpcecoursesearch](http://www.rowan.edu/cpcecoursesearch). Once in the Section Tally, textbook information can be viewed by clicking on the "Materials Required" link located under the "AddInfo" column. (If there is no link for "Materials Required" that means your texts are not yet posted but should be soon.)
    - Please note that some web links on the Section Tally redirect you to a web-secure (https://) page. Some organizations (especially schools) block this on their network for security purposes. If you are unable to reach this webpage while at your workplace, you may want to try to access it from home.
  - CPCE orders texts through the official Rowan Bookstore system; and, unless stated otherwise in the Section Tally, students may purchase their books in person or online through the Rowan Bookstore. (Please allow extra time for shipping if texts are ordered online.)
    - While students may choose to purchase materials from vendors other than those recommended, there will be no acceptable excuse for not having obtained the required materials by the indicated deadline.