



 Policies

# Academic Policy

Policies and Procedures for Educational Delivery

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<b>PURPOSE</b>	The purpose of this policy is to define the academic standards, procedures, and evaluation processes that ensure the integrity and quality of education provided by Intellectual Point.
<b>RESPONSIBLE AUTHORITY</b>	The Chief Academic Officer is responsible for the oversight and enforcement of this policy.
<b>IMPLEMENTATION</b>	Implementation of this policy is carried out by academic department personnel, including instructors and program administrators.
<b>APPLICABILITY</b>	This policy applies to all academic programs, instructional staff, and students at Intellectual Point.
<b>EFFECTIVE DATE</b>	<b>August 1, 2025</b>

## POLICY

### 1. Adherence to ACCSC Standards

Intellectual Point adheres to The Accreditation Commission on Career Schools and Colleges (ACCSC) academic standards.

### 2. Faculty Guidelines

New faculty members receive the Employee Handbook that contains guidelines and regulations regarding instruction at Intellectual Point. Updates to this publication are notified to faculty members via email.

### 3. Faculty Qualifications and Requirements

Faculty qualifications and requirements are listed in the Faculty Qualifications and Requirements Policy.

### 4. Student Academic Policies

Student academic policies are published in Intellectual Point's catalog.

### 5. Academic Department Meetings

Academic Department meetings are conducted annually to follow up on action items from the Annual Program Review Meeting, and the Institutional Assessment and Improvement Plan (IAIP) action items.

## 6. Faculty Hiring and Orientation

New hired academic personnel receive a faculty orientation provided by the Chief Academic Officer or a senior faculty member. The orientation covers all aspects of instruction, academic policies, class management, learning management system, and available instructional resources. New faculty members without teaching experience are required to take instructional methodologies continuing education classes, and are mentored/supervised by one of the senior faculty members.

## 7. Faculty Supervision

Faculty members are supervised by the Chief Academic Officer or a senior faculty member. Supervisors are responsible for maintaining a close watch on their direct reports, assessing their student surveys and feedback, and establishing corrective actions when needed.

## 8. Program Design and Development

The Program Design and Development Policy establishes the guidelines and processes to be followed for any new program of instruction at the institution.

## 9. Annual Program Assessment

The academic program is reviewed on an annual basis by the Academic Department. The Chief Academic Officer presents the results of this evaluation at one of the Institutional Assessment and Improvement meetings. The review is documented in the corresponding meeting minutes. Criteria for annual program evaluations:

- ☒ Appropriateness and adequacy of the program objectives
- ☒ Alignment of program objectives with Intellectual Point's mission statement
- ☒ Appropriateness of program length
- ☒ Appropriateness of curriculum content (including general academic education or applied general education as appropriate)
- ☒ Appropriateness of learning resources
- ☒ Adequacy of facilities
- ☒ Adequacy of equipment
- ☒ Student graduation outcomes
- ☒ Graduate employment outcomes
- ☒ State licensing examination outcomes per program (if required)

## 10. Syllabi and Lesson Plan Standards

Syllabi and Lesson Plan templates are part of the Academic Department policy to ensure all courses, instruction methodologies, and evaluations are followed as per Intellectual Point Standards.

## 11. Student Advising

Student advising is conducted for all students in need of academic performance improvement. Student advising is documented in the student file.

## 12. Learning Resources System Policy

The Learning Resources System Policy describes the procedures and guidelines to provide students and faculty with adequate educational resources and services.

## 13. Faculty Assessment – Class Observation

Faculty members are evaluated on an annual basis. Evaluations are reviewed at the Annual Employee Review with their direct supervisor. Suggestions, improvement plans, and action items are included in the annual performance evaluation documentation. Follow-up meetings are scheduled when faculty members require improvement in their teaching abilities or classroom management.

## 14. Faculty Annual Performance Review

The faculty goes through an annual review with their direct supervisor. The Professional Development Plan and Employee Annual Review are conducted, along with the review of feedback collected from student surveys, classroom observation, and peer feedback. All documentation is permanently stored in the faculty file.

## 15. Teaching Load/Work Load

Faculty teaching load is one course at a time, in accordance with the school requirements. Included in the hours, a maximum of five clock hours may be allocated weekly for class preparation, response to students, communication with students via LMS, student appointments, tutoring, and advising. Additional prep or teacher office hours require approval and will be granted on a one-on-one basis for addressing an out-of-the-ordinary week circumstances. Class size to maintain a maximum teacher/student ratio of 1 to 75 for both residential and distance education classes.

## 16. Academic Surveys, Feedback from Students and Graduates

Students provide feedback through the student and graduate surveys. Intellectual Point presents survey reports at the Academic Meetings. A summary report is presented at Program Advisory Committee Meetings and the Annual Institutional and Staff Meetings.

## 17. Program Advisory Committee Recommendations

Program Advisory Committee (PAC) recommendations are always taken into consideration when making decisions, revisions, or evaluations by the Academic Department. When available, the Senior Vice President of Compliance presents PAC feedback and recommendations at the Quarterly Executive Meeting for further follow-up.

## 18. Professional Development

Faculty members are required to annually attend 4 hours of professional development training related to their subject of expertise. Documentation of the completed continuing education hours is documented in each faculty member file.

## 19. Faculty Training in Instructional Methodologies

Faculty members are required to annually attend 4 hours of instructional methodologies training. Documentation of the completed continuing education hours is documented in each faculty member file.

## 20. Inventory of Equipment, Supplies, Technical Infrastructure, and Apps

The following inventories are conducted annually and presented at the Faculty Annual Program Evaluation, annual Program Advisory Committee meeting, and at one of the Institutional Assessment and Improvement meetings:

- Instructional Equipment
- Instructional Supplies
- Technical Infrastructure, software, applications, and services (including maintenance and warranties)

Suggestions and improvement are taken into consideration and decisions made as appropriate for disposal, replacements, and or purchases.

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## EQUIPMENT, REPAIR, AND MAINTENANCE PROVISIONS

The equipment necessary for the implementation of this policy is the responsibility of the SVP, Software Engineering, who coordinates any repairs, purchases, or updates required. Such requests are to be made directly to the SVP of Software Engineering via email, who will follow up accordingly.

## BUDGET

The funding necessary for the implementation of this policy is allocated in the institution's annual operating budget under the line item "Academics." Revisions to the funding need approval by the Chief Financial Officer.

## REVISIONS

Revisions to this policy are to be approved at one of the Institutional Assessment and Improvement meetings. Personnel is informed of revisions via email. Revisions are published at the staff and student webpage.

## POLICY AVAILABILITY

Intellectual Point's policies and procedures are available for review by administrative staff, faculty, advisory members, and students at <https://compliance.intellectualpoint.com>.