Policies

Distance Education Policy

Policies and Procedures for Online and Remote Instruction

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PURPOSE	The purpose of this policy is to establish the standards, procedures, and expectations for the delivery of distance education at Intellectual Point, ensuring academic quality, student engagement, and regulatory compliance equivalent to traditional in-person instruction.
RESPONSIBLE AUTHORITY	The Chief Academic Officer is responsible for the oversight and maintenance of this policy.
IMPLEMENTATION	Implementation of this policy is delegated to the academic department and instructional staff delivering online and hybrid courses.
APPLICABILITY	This policy applies to all distance education programs, courses, faculty, and students engaged in online learning at Intellectual Point.
EFFECTIVE DATE	August 1, 2025

POLICY

1. Adherence to ACCSC Standards

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

2. Management and Administrative Staff

All management and administrative staff are trained in their respective functions to serve both onsite and online students. Administrative personnel are available during regular business hours to serve students in person, via phone, email or video conference.

3. Faculty

Faculty assigned to online delivery have experience working with such modality, and hold the required education and certifications as expected with all faculty for the subject taught.

4. Faculty & Administrative Staff – Student Response SLA

Attending our online students is of most importance. Administrative personnel respond to students within 24 hours during their regular business hours, except for holidays, when response will be the next business day. The faculty responds to students within 24 hours.

5. Administrative Online Platform

Administrative functions, records, reports, and student follow-up are conducted using the institution's web-based campus management application. Through Intellectual Point's secure cloud-based solution, staff manage their responsibilities and support services such as: admissions, registrar, student services, career services, student records keeping, tracking of students' attendance, tracking of student's academic progress, SAP evaluation, transcripts requests, and reports necessary for the management of the institution.

6. Student Portal

The student portal provides students access to their learning platform and classes, access to support and administrative services, as well as access to their current grades, course schedules, career services resources and announcements.

7. Student Grading Information Access

Students access their grading information from the student portal, through a link to the grading student page that is part of the administrative online system of the school.

8. Online Delivery Platform

Intellectual Point uses the online learning platform the Learn Portal, and internal learning management system. For the delivery of academic instruction (LMS) Intellectual Point uses synchronous sessions via Zoom, where the class is accessible through the student portal.

9. Prospective Student Assessment

Prospective students wishing to enroll in a program with online delivery, students must pass the online entrance exam administered by the school. This entrance exam evaluates the ability of the prospective student to learn in an online delivery modality.

10. Student Orientation

New online students are automatically enrolled in an online onboarding orientation before they are allowed to complete their enrollment process. The orientation gives students the opportunity to become comfortable with the institution's online student learning platform.

Prior to the start of class, all students attend an Orientation Session with members of Enrollment, to review the policies and procedures, academic requirements, and expectations of the program, as well as to answer any general questions prior to the start of the program.

11. Faculty Orientation

New faculty members receive an orientation through an online training class that covers all aspects of online and blended instruction. This course introduces faculty members to Intellectual Point's teaching philosophy, course structure, reporting systems, indicators, and student services.

12. Applicants with International Degrees and Credentials

Applicants with credentials from foreign countries must send their credentials to the institution's Director of Education for evaluation along with an official translation (in case original is not in English) and official evaluation by an approved educational evaluator service attesting that the diploma/degree/credits earned at a foreign institution are equivalent to a diploma/degree/credits earned at an accredited institution in United States. Foreign diploma transcripts and college degree courses must be translated and evaluated by a member of the National Association of Credential Evaluation Services (NACES) www.naces.org.

13. Language

All courses as well as services to students at Intellectual Point are offered in English. Acceptance through successful completion of the distance learning readiness assessment, meets the minimum standard requirements.

14. Syllabus and Class Materials

Each course syllabus is made available to students the day their course opens. It is included as part of the course study learning platform. Syllabi for distance education follows Intellectual Point's standard guidelines to ensure all elements of the instruction and evaluation are followed. Online class materials are prepared before the program begins, and available to students when the course of enrollment is opened.

15. Academic Honesty – Original Work Requirement

This policy is included in the catalog and each course syllabus.

16. Assignments

All assignments are automatically graded through the learning management portal.

17. Attendance and Participation Policy

Intellectual Point expectations for success include attendance of all scheduled dates for classes in which they are enrolled. This includes attending the full classes as assigned by reporting to class on time and remaining until the end of the class. Any students who fail to maintain satisfactory attendance, by remaining on track to meet at a minimum 85% of the program hours per course, will be given an opportunity to make up for all class work missed

during the absence. If a student is unable to make up the attendance and hours, the student may be terminated from the program.

Attendance forms for excused absences or leave of absences may be requested through the Compliance Hub for enrolled students. For those who cannot access the appropriate student forms, will need to contact their Enrollment Advisor for assistance with completing this associated documentation.

Note: This attendance policy applies to the Residential and Online Enrollments equally.

18. Student Records and Transcripts Request

Students may request an official transcript to be submitted or provided to a third party. Requests can be made by email to: info@intellectualpoint.com. All requests will require information sufficient to validate the identity of the individual along with the specifics related to where the transcript is being delivered. For the transcript to be considered an official transcript, it requires the transcript to be sent directly to the third party. No requests can be made by a third party without a signed authorization agreement from the student. An official transcript request will be processed within 3 business days from the order date if the student is considered in good financial standing with the school

 For students who are not in good financial standing but need documentation for employment, a request can be made for a letter of acknowledgement which will provide general information regarding the enrollment and a statement of the account hold. No details or financial information regarding the debt can be provided in the notice, but the letter can be provided to a third party where verification is needed of academic enrollment within Intellectual Point. Expedited order requests are not available.

19. Technical Support

Technical support on the use of the platform is available at students' and professors' request throughout the course and provides information about course activities and how to use the platform tools. Students have access to technical support from Monday to Sunday 24/7.

20. Grade Information

Access to grades and SAP progress are available to each student of Intellectual Point through their login to the student portal.

21. Academic Advising

Faculty members are available through weekly scheduled sessions for guidance related to academic issues or additional support in the subject matter.

22. Academic Support

By accessing the Virtual Classroom, students are in contact with professors and this communication is provided as follows:

- **Discussion Board**: All courses have an inquiry discussion to address students' questions about different academic topics through the Discord Platform.

- **Course Messages**: Chatting with instructors and peers provides synchronous interaction. In addition, here students can ask individual questions to faculty and staff regarding issues that could be affecting their performance.

23. Technical Support

Technical support on the use of the platform is available at students and faculty request throughout the course and provides information about course activities and how to use the platform tools. Students have access to technical support from Monday to Sunday 24/7. Students open tickets for technical support through the student portal, which is usually addressed within two hours. All technical support requests are addressed in no more than 24 hours.

Hardware and Software Requirements
The distance learning platform requires specific features to "carry out" different tasks. Thus, students and faculty should have a device that meets the criteria as listed in the Intellectual Point catalog.

24. Career Services

Intellectual Point does not guarantee employment to any student upon graduation. Intellectual Point provides all graduates with assistance regarding placement opportunities, resume preparation, job search assistance, and advice concerning job search and job interview techniques.

25. Library Resources System – Additional Reference Materials

It is Intellectual Point's commitment to ensure faculty and students are provided with sufficient, accessible, and appropriate learning resources and materials. Our learning resource system includes all materials that support a student's educational experience and enhance a school's educational program such as libraries; texts, electronic resources; learning resources, and laboratories; computers; internet access; and other similar resources and equipment.

The Intellectual Point Learning Resource System is available through the Learn Portal available through MyIP SSO. Students receive an orientation through the onboarding experience prior to the start of class. The Learning Resource System Support Team is available to students and faculty during school business hours through the Learning Portal.

For students who have questions, the learning resource support team can be contacted at info@intellectualpoint.com.

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.