



 Policies

Learning Resource System Policy

Policies and Guidelines for Academic and Instructional Resource Access

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PURPOSE	The purpose of this policy is to establish guidelines for the development, access, and maintenance of learning resources that support the instructional and academic needs of students and faculty at Intellectual Point.
RESPONSIBLE AUTHORITY	The Chief Academic Officer is responsible for the oversight and administration of this policy.
IMPLEMENTATION	Implementation of this policy is delegated to academic support staff and faculty responsible for instructional resource management.
APPLICABILITY	This policy applies to all programs, instructors, students, and staff utilizing learning resources at Intellectual Point.
EFFECTIVE DATE	August 1, 2025

POLICY

1. Adherence to ACCSC Standards

It is Intellectual Point's commitment to adhere to The Accrediting Commission of Career Schools and Colleges (ACCSC) standards for the Learning Resource System, as per the latest Standards of Accreditation Manual:

A 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 resource laboratories and centers; library consortia and interlibrary loan agreements; computers; internet access; research databases; and other similar resources and equipment. Necessary elements of a school's learning resource system follow.

- I. A school's learning resource system must include materials commensurate with the level of education provided and appropriate to the courses of study in sufficient quantity and scope to meet the educational objectives of each program and include such elements as: relevant and current texts and periodicals; research journals and databases; standard works of reference; multi-media and/or electronic resources; electronic library resource technologies; and other resource materials necessary to adequately serve the student body.
- II. The learning resource system can be centralized or decentralized in organization but resources must be easily and readily accessible to students and faculty during and beyond classroom hours, regardless of location or means of delivery.
- III. Use of the learning resource system materials must be integrated into a school's curriculum and program requirements as a mechanism to enhance the educational process and to facilitate positive learning outcomes for students.

- IV. A school's learning resource system must be managed by qualified school personnel with sufficient experience to provide oversight and supervision. Schools that offer a baccalaureate degree or higher must have a learning resource system coordinated by an individual holding a Master's degree in either the library science or information specialist fields.
- V. Qualified school personnel orient, train, and assist students and faculty in the use of the learning resource system in a manner that supports learning objectives.
- VI. A school must have written policies and procedures for the ongoing development of its learning resource system as part of its institutional improvement program. A school must demonstrate sufficient support and budgetary allocations for the learning resource system.
- VII. In any case, it remains the responsibility of the school to ensure that its student body is adequately served and has ready access to sufficient and appropriate learning resource materials in compliance with these standards.

2. Availability of Services

LEARNING RESOURCE CENTER HOURS

The Learning Resource Center is available during the school business hours, except for the holidays listed in the school's catalog.

LEARNING RESOURCES COORDINATOR HOURS

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.

3. Scope of Services

ON-SITE RESOURCES

The Learning Resource Center is available during the school business hours, except for the holidays listed in the school's catalog. Students have access to high-speed internet, computers, and an environment for quiet educational studies outside of their classroom training.

ELECTRONIC LIBRARY RESOURCES

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.

LEARNING RESOURCES COORDINATOR HOURS

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.

4. Management of the Learning Resources System

An inventory of the Learning Resources System is conducted once a year and presented to faculty at the Annual Program Review, annually to PAC members, and annually at the Institutional Assessment and Improvement meeting. The inventory includes the following elements:

- Equipment Inventory
- Supplies Inventory
- Technical Infrastructure, software, applications, and services (including maintenance and warranties)
- Learning Resources Online reference list

PROCESS FOR OBSOLETE EQUIPMENT AND TEXTBOOKS, BOOKS

Obsolete equipment and textbooks are discarded at the time of the annual inventory review. The list of equipment or textbooks to be discarded required the email approval of the Chief Academic Officer or Senior Vice President for Software Engineering.

PROCESS FOR FACULTY & STUDENTS TO REQUEST NEW MATERIALS & REPLACEMENTS

Students and faculty members may suggest new materials and replacements via email at info@intellectualpoint.com or via the annual surveys.

LEARNING RESOURCES SYSTEM ANNUAL BUDGET

An annual budget is allocated to the Learning Resources System and included in the operating budget under the line item “Learning Resources System”.

LEARNING RESOURCES COORDINATOR CONTINUING EDUCATION

The Learning Resources Coordinator is required to complete eight hours of continuing education annually.

5. Orientation and Training to Students and Faculty

ORIENTATION AND TRAINING TO STUDENTS

Students receive the learning resources orientation during new student orientation.

ORIENTATION AND TRAINING TO FACULTY

Faculty receive the learning resources orientation during the Faculty Onboarding.

6. Evaluation through the IAIP Annual Report

The Learning Resource System is evaluated annually as part of the institution's Institutional Assessment and Implementation Plan, based on the feedback obtained via surveys from faculty, students, graduates, and PAC members. An annual action plan is put in motion annually and revised by faculty and PAC members.

7. Support

Support is provided to students and faculty members regarding the use of the services provided at the Learning Resource Center: identifying online references and use of the computer for research. Support is available during regular business hours.

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>.