

# **Eastwick College**

## **Distance Education Student Resources**

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## Getting Started

### What is Distance Education?

Distance education leverages technology to connect students and instructors when they're not in the same physical space. Through online platforms, video conferencing, and digital resources, learning happens remotely, offering flexibility for those balancing work, family, or other commitments. It's a dynamic way to access high-quality education beyond traditional classrooms.

### Fully Online vs. Hybrid: What's the Difference?

#### Fully Online Courses

At Eastwick College, a fully asynchronous online course is a course in which all instruction, interaction, and assessments are delivered asynchronously through the Canvas Learning Management System (LMS), with no required in-person or live Zoom sessions. Students are required to interact weekly with course content (e.g., lecture materials, texts, videos, published documents, etc...) and assignments / discussions independently, with regular instructor engagement and feedback. All instruction, learning activities, and assessments take place in the online environment. And students are expected to access the course site each week, adhere to posted deadlines, and actively participate in online discussions, assignments, and assessments. Reliable access to the internet and regular engagement in Canvas are essential for success in a fully online course.

#### Hybrid courses

Hybrid Courses at Eastwick College combine the structure of in-person learning with the flexibility of online instruction. Students attend weekly, scheduled class meetings on campus and complete additional coursework through Canvas, allowing for a mix of real-time engagement and independent learning.

This format offers the benefit of face-to-face interaction while supporting continued learning outside the classroom. Both the in-person and online components are required as students must actively participate each week in Canvas by completing assignments, discussions, and other course activities in accordance with posted deadlines. Regular engagement in both settings is essential to stay on track and succeed in a hybrid course.

### How to Succeed in all Distance Education Courses

Thriving in an online course goes beyond just logging in. It takes intentional time management, active participation, and clear communication. Successful students establish regular study routines, engage meaningfully with instructors and classmates, and leverage available support services. Staying organized and proactive helps navigate the unique challenges and opportunities of remote learning.

# Canvas Technology, Access & Support

## Minimum Technology Requirements

Eastwick College uses the **Canvas Learning Management System (LMS)** to deliver course content, assignments, and communication in both fully online and hybrid classes. Canvas provides a centralized, easy-to-use platform where students can access learning materials, submit work, interact with instructors, and stay organized throughout the term.

## Minimum Technology Requirements for Canvas

Canvas runs on Windows, Mac, Linux, iOS, & Android systems. A list of basic computer system requirements can always be found on the: [Canvas Instructure Minimal Technical Requirements](#). It is recommended to always use the most up-to-date versions of each application and browser as you may experience slower loading times if your system meets only the minimum specifications.

## Minimum requirements for running Canvas effectively:

- Operating System: Your computer's operating system should support the most recent versions of commonly used web browsers. If you're unsure whether your browser is current, you can check using the 'Is my browser up to date?' tool on [this page](#).
- Internet Browser: Refer to [Instructure \(Canvas\) browser requirements](#) for the minimum Browser Requirements required to run Canvas.
- Other Software requirements:
  - JavaScript must be enabled.
  - Cookies must be enabled.

**Mobile Devices:** The **Canvas Student mobile app** provides a convenient way for students to access many features of their courses on the go. While it's not a full replacement for the desktop experience, it's highly functional for most day-to-day needs. The App is available for both **iOS** and **Android**. *Note:* When using Canvas on your mobile device, we recommend you download the link from your app store and login using your Eastwick College Canvas credentials.

## Navigating the Canvas LMS

The [Canvas Student Guides](#) provide detailed, step-by-step instructions for using nearly all features of the system.

Need help with the app? View the [Student Guide for Android](#) or [Student Guide for iOS](#).

## Canvas Technical Support

**Eastwick Canvas Support:** Any student needing assistance with resetting passwords or updating Multi-factor Authentication (MFA) settings (i.e., updating a phone number), Eastwick College Canvas Support is available via the contact options below. **Canvas support is available Monday to Friday, 8:00 a.m. to 5 p.m.** If contacting us outside of those hours, assistance will be provided on the next business day. **Email: [canvas@eastwick.edu](mailto:canvas@eastwick.edu)**

**Canvas Instructure Support:** Canvas also offers **24/7 support** for students via ticket system. This support can provide technical guidance on navigating Canvas or basic troubleshooting. Students can submit a ticket by logging into Canvas and selecting the *Help menu* located in the Global Canvas Navigation menu to the left of the Canvas Main Page.

Note: There are some functions that Canvas Instructure support will not be able to troubleshoot, e.g., password or multi-factor authentication (MFA) resets. In these cases, they will submit a ticket to the Eastwick Online Education Department for follow-up, and the issue will be resolved during the next business day.

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## Testing Policy and Lockdown Browsers

Eastwick exams for all courses, to include online and hybrid, will be taken on campus and will be proctored. Any deviation from this policy must be approved by Administration. In-person exams that are delivered digitally (i.e., Canvas) require the use of a Lockdown Browser.

### What is a Lockdown Browser?

A LockDown Browser is a secure and custom browser that locks down the testing environment used when taking quizzes and exams in Canvas or other third-party applications like McGraw Hill Connect. When launched, it prevents students from printing, copying, visiting other websites, opening other applications, or switching tabs during an online assessment. If a quiz or test requires a LockDown Browser, it cannot be accessed through a standard browser like Chrome or Safari. Additionally, all browser activity is tracked, and a report is available to instructors identifying students who attempted to leave the browser. Assessments are shown full screen and cannot be minimized, resized, or exited until submitted for grading. Note: Most Distance Education courses at Eastwick College require you to take exams in-person and will deploy exams using a Lockdown Browser.

## The Respondus LockDown Browser

You'll want to be sure you have the Respondus LockDown browser app downloaded on your computer **prior to exam time** to avoid taking time away from your exam to download the feature during precious exam time.

Most students will download the Respondus Browser app as part of the Freshman Seminar (FS01) or in other Eastwick courses. If this is the case, there is no need to install it again. Once the app has been installed, you will not have to re-install. It is advised, however, that you periodically open the app and explore the settings to see if it requires updating. You will be able to update the app manually from within the app itself. Watch this Respondus Introduction for a brief overview of functionality. Watch the [Respondus Introduction video](#) for more an overview.

## Respondus and S-Mode (Read before attempting to install)

**S-Mode.** Before you begin to install, check to ensure your computer is not operating in "S-Mode" (a secure feature that will prevent you from downloading the app).

### To disable S-Mode -

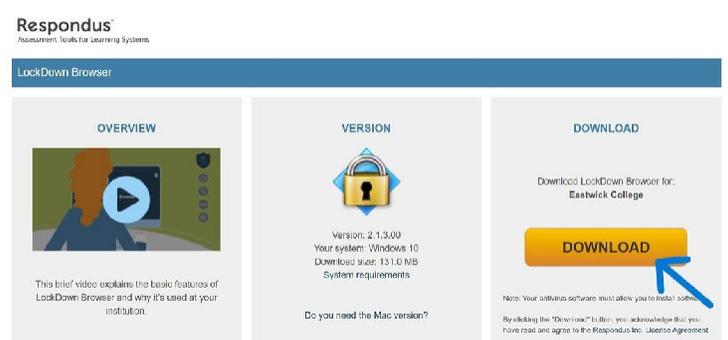
1. Locate your "Search" taskbar feature at the bottom of your laptop screen and type in the word "About."
2. Next, click on the pop-up window, "About your PC."
3. On the About page, scroll down to the "Windows Specifications" section. If you see the words "in S mode" to the right of the Edition entry, your computer is running S-Mode and you'll need to disable it; if you do not see it, proceed to install.
4. If your laptop is in S-Mode, type in the word "Microsoft Store" in the same search bar at the bottom of your screen.
5. Open Store. Access the page labeled "Switch out of S mode," click and follow the prompt. You'll receive a confirmation message alerting you to the completion. From here, you'll be able to proceed with the installation of Lockdown Browser.

Visit the Microsoft Support Website for up-to-date guidance: [Windows 10 and Windows 11 in S mode FAQ](#)

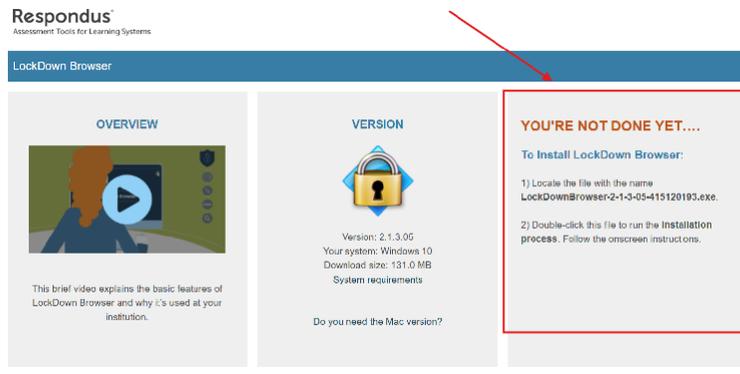
## Installing Respondus

You will need to access the Eastwick LockDown Browser download link. Click here to access, this link will also provide you with instructions to complete the installation: [Download the Eastwick LockDown Browser App.](#)

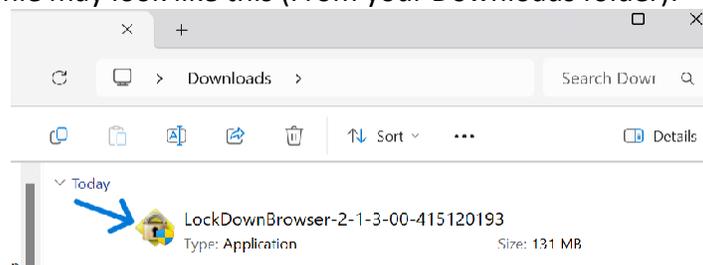
The Download page will look like this:



1. Select "Download" to download the app. Note: Downloading the app is not the same thing as "installing" the program, so ensure you complete all subsequent steps.
2. You'll receive a message directing you to locate the downloaded file. You can do this by typing, "Downloads" in the Search taskbar at the bottom of your computer screen. Windows users will find the executable file in their "Downloads" Folder. Mac users can find it in their "Applications" folder. The screenshot below illustrates the type of message you will see:



3. Locate the LockDown Browser Installation Executable (exe) file and double click. Accept or click “Yes” to prompts asking if you would like to make this change to your computer. The downloaded file may look like this (From your Downloads folder):



The link is now installed. You should see it on your Desktop.

Detailed instructions can also be found in the [Respondus Student User Guide](#).

### Beginning a Respondus Test

When taking a quiz or test where Respondus has been enabled, you’ll need **to access the course directly from the Respondus App on your desktop**. This is different from going to Chrome, Safari, or other browser where you would typically access Canvas. To begin your Respondus enabled Quiz/Test:

1. Close all programs on your computer.
2. Locate the “LockDown Browser” shortcut on the desktop and double-click it. (For Mac users, you can launch “LockDown Browser” from the Applications folder.)
3. If prompted, either close a blocked program (e.g. screen capture, instant messaging, etc...) by choosing “Yes.” Or close LockDown Browser and then close the blocked program before re-attempting.

4. Log into Canvas.
5. Navigate to the course where you'll be taking the quiz and click the test/quiz per your instructor's guidance.

### Respondus Support

Support options are located on the Respondus LockDown Browser website: [Respondus Tech Support](#)

## The Proctorio LockDown Browser

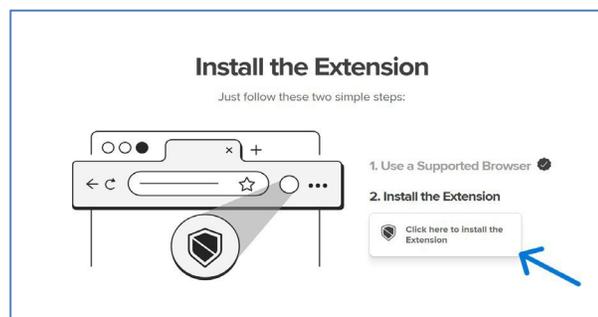
Like Respondus, Proctorio is a browser-locking capability used for taking online tests securely. It restricts the test-taker's ability to navigate away from the exam, access other applications, copy/paste content, take screenshots, or open additional tabs. This is designed to help mitigate cheating and ensure a fair testing environment.

**You will need to install Proctorio if you take BIO101 or BIO102.** Exams for these courses are deployed from the McGraw Hill Connect app and therefore have a unique Lockdown browser requirement. When taking any BIO exam, you'll need to have the Proctorio extension already downloaded. Once you have installed the Proctorio Extension, you will only need to do this once.

Watch the [Proctorio Introduction video](#) for more detailed information.

**Proctorio Requires a Chrome Browser.** You'll need to have the Google Chrome browser installed as this is where the Proctorio extension resides. Ensure you have the latest version of Google Chrome on your Eastwick Laptop. If needed, you can download the latest version of Google Chrome by visiting the [Install Google Chrome Help Center](#).

1. Access the Proctorio extension by visiting the [Get Proctorio Website](#).



2. **Use a Supported Browser.** You'll have already accomplished Step #1 requiring you to "Use a Supported Browser." (In your case, this will be Chrome). Click the link under Step 2 titled "Install the Extension."

3. Click on "Add to Chrome."
4. Then, click "Add Extension."
5. You can pin Proctorio to your browser if preferred. The extension will only be active while you are taking a proctored exam.

### **Proctorio Support**

To connect with McGraw Hill Connect Proctorio Support, visit their [Technical Support Website](#). You can also access support using these contact methods:

Phone: (800) 331-5094

Online: [Submit a Support Request](#)

Chat: [Chat with a Representative](#)

Download instructions can also be found in the [Proctorio/Connect Student User Guide](#).

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## **Student Policies and Expectations**

Read through the important policies and expectations for all Eastwick Distance Education Students.

### **Attendance Policies (Hybrid & Online)**

Active and consistent participation is a key factor in succeeding in online courses. For all Distance Education courses, students are required to log into Canvas regularly, complete assigned work by posted deadlines, and proactively communicate with instructors about any issues that may impact their ability to participate. Canvas work is not optional. Failure to participate may result in course failure, withdrawal, or financial aid impact. *The Eastwick College Attendance Policy is in accordance with the Eastwick Catalogue.*

#### **Hybrid Student Attendance Policy**

An academic week for hybrid courses follows the published schedule per the course schedule/syllabus. As a hybrid student, weekly attendance is required for both on-campus meetings and the online portion of the course in Canvas. To be counted present for the week, students must attend class AND complete required Canvas assignments. Depending on the program and college guidance, in-person classes may be delivered via Zoom. In this case, Zoom participation is mandatory and may count as attendance. Logging into Canvas or viewing content does not count as attendance.

#### **Hybrid Weekly Attendance**

- Class + Canvas work → Present
- Class only → 1 Absence
- Canvas only → 1 Absence
- Neither → 2 Absences

Attendance is reviewed weekly for academic and financial aid compliance.

**Absence Limits are as follows:**

- No more than 2 weeks missed in class
- No more than 2 weeks missed in Canvas
- 50% or more absences = course failure
- Missing 2 consecutive weeks (in person or online) may result in being dropped, per college policy.

**Assignments & Deadlines**

- Canvas assignments must be submitted by the posted due date
- Work may be completed anytime during the instructional week
- Late work is not accepted
- Missing assignments receive a zero, unless approved in writing by the instructor

**Attendance Grade & Conduct**

- Attendance is a % of the final course grade per course syllabus
- Attendance drops % per hour missed per course syllabus
- Late arrivals and early departures count toward absences
- Students may sign in only for themselves

**Student Responsibility.** Students are responsible for explaining absences, obtaining missed work, and contacting the instructor about approved make-up work.

**Bottom Line.** Attend weekly • Submit Canvas work weekly • Meet deadlines

**Online (Asynchronous) Student Attendance Policy**

An online learning course is delivered entirely through Canvas and other approved digital learning technologies. These courses offer students flexibility in accessing instructional materials and completing required activities remotely while maintaining the same academic standards, rigor, and learning outcomes as traditional on-campus courses. Students enrolled in online courses are expected to demonstrate consistent participation, self-discipline, and effective time management. Active engagement in discussions, timely completion of assignments, and regular communication with instructors and classmates are essential components of successful online learning.

Students enrolled in fully online courses are expected to dedicate approximately three hours per week for each credit hour of coursework. For a 5-quarter credit course, this equals approximately 15 hours per week spent on reading, studying, completing assignments, participating in discussions, and preparing for assessments. Actual time may vary depending on the course requirements and individual learning pace.

An academic week for online courses runs from Monday at 12:00 a.m. EST to Sunday at 11:59 p.m. EST, except for Week 12, which begins on Monday at 12:00 a.m. EST and ends on Thursday at 12:00 p.m. EST.

To meet official weekly attendance requirements, online students **must complete a minimum of two academic-related activities or assignments each week** as directed by the instructor, who will clearly outline the required weekly course activities, assignments, and due dates in the course syllabus and Canvas site. Academic-related activities may include, but

are not limited to, **submitting an academic assignment, completing a quiz or exam, or participating in a posted online academic discussion**. Simply logging into Canvas without completing an academic-related activity does not constitute official weekly attendance.

Regular and consistent participation is essential to success in online courses. Students are expected to manage their time effectively, adhere to weekly deadlines, and remain actively engaged throughout the term.

Refer to the course syllabi for specific grade/point reductions that may apply for absences or the late submission of assignments.

## **Time Commitment Expectations**

Understanding the time you need to dedicate to your course each week is key to staying on track and succeeding, especially in distance education or online formats where you're expected to manage your time well.

In a 12-week term, your course moves quickly, so time management is critical. Based on national standards, **you should expect to spend approximately three times the number of credit hours each week on coursework**. For example, a 3-credit course typically requires about 9 hours of direct instruction, reviewing course materials, studying, and completing assignments each week. This includes time spent reading, watching videos, studying, completing assignments, participating in discussions, and preparing for quizzes or exams. For hybrid courses, this time is split between face-to-face sessions and online work in Canvas

In Distance Education courses, you'll be expected to:

- Log in several times per week
- Stay on top of due dates and announcements
- Submit weekly assignments
- Participate in discussions or collaborative activities
- Watch weekly lectures or read required materials independently
- Participate in synchronous sessions as required by your instructor

Online courses offer flexibility, but they require strong time management, self-discipline, and weekly engagement to stay successful.

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## **Regular and Substantive Interaction (RSI)**

Regular and Substantive Interaction (RSI) is a standard used in distance education courses to ensure that students receive meaningful, consistent communication and engagement with their instructors—just like in a traditional classroom.

This means your instructor is not just posting content, but also actively participates in your learning through feedback, guidance, and communication throughout the course.

### **Your Role as a Student**

To get the most out of these interactions:

- Log in frequently and check announcements and messages.
  - Participate in discussions and ask questions when something isn't clear.
  - Use Canvas tools for ongoing communication and to seek clarification (e.g., Canvas Inbox/Messaging, Assignment Comments fields, and Grades/Feedback Panels)
  - Submit work on time so your instructor can provide meaningful feedback.
  - Take advantage of office hours or virtual support sessions as they are offered.
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## Your Security in the Online Environment

### Canvas Privacy Statement

Students access Canvas using their established login credentials created during the enrollment process. Upon first logging in, students set up their passwords and are required to configure Multi-Factor Authentication (MFA) as an additional security measure. MFA can be set up using either text message verification or an authenticator app on their phones.

Every time students log in, they enter their username, password, and complete the MFA verification step to securely access the system. Students can manage their passwords and MFA settings within Canvas. For more information on privacy and security, please see the [Canvas Privacy Statement](#).

### Student Identity Verification Policy for Distance Education

Eastwick College complies with the Higher Education Opportunity Act (HEOA) by verifying that the student who registers for a distance education course or program is the same student who participates in, completes, and receives academic credit. Verification methods may include secure login credentials, proctored examinations (in-person or online), two-factor authentication or other verification tools, and activity monitoring within the learning management system. Students are responsible for maintaining the confidentiality of their login credentials, completing all coursework independently unless otherwise permitted, and adhering to the College's Digital Testing and Academic Integrity policies. Academic dishonesty, including cheating, plagiarism, unauthorized assistance, or misuse of technology, is prohibited and subject to disciplinary action up to and including dismissal from the College.

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## FERPA

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records and gives students certain rights regarding their personal academic information. At Eastwick College, we are committed to protecting the privacy of all students through the strict adherence to the rules and regulations of FERPA. This commitment applies to all students enrolled in any course regardless of the mode of instruction (fully online, hybrid, or fully in person). College personnel are required to uphold these policies and follow these procedures to protect student privacy in distance education. Additional FERPA

policies are found in the College Catalogue.

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## Accessibility & Accommodations

All accommodations are determined by the Dean's office. Students who need accommodations, or who already have an Educational Accommodations plan, must meet with the Dean within the first week of their program. Instructors are not permitted to approve or arrange accommodations.

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## Online Learning Support and Services

### Online Library Access & Research Help

The **Eastwick Online Library** is your 24/7 resource for academic success. Whether you're researching for a paper, preparing for exams, or exploring topics related to your program, the Eastwick Digital Library gives you access to a wide range of scholarly materials— anytime, anywhere. You can access this resource from the Navigation Menu in every Canvas course.

Students can explore peer-reviewed journals, eBooks, academic databases, and research guides tailored to Eastwick College programs. The Online Library is designed to support both on-campus and distance education students with the tools and resources needed to complete assignments, expand knowledge, and develop research skills. Students can **access the Eastwick Online Library Resources directly through the Canvas Navigation Menu** in any of your courses.

### Free Tutoring Resources

Students have access to a variety of free online available resources that provide academic support outside the classroom. These platforms offer instructional videos, practice exercises, and guided tutorials across a wide range of subjects, including math, science, writing, and test preparation. Resources include:

[Kahn Academy](#) Widely used in both K–12 and higher education, Khan Academy offers free, high-quality video tutorials, interactive exercises, and practice tests in subjects such as math, science, economics, history, and more.

[Hippo Campus](#) A project of the NROC Network, Hippo Campus provides free multimedia lessons in subjects like algebra, biology, U.S. history, and environmental science—used by both high schools and colleges.

[Grammarly](#) Useful for proofreading and improving grammar, clarity, and tone in written assignments. While a paid version exists, the free version is often recommended by colleges for basic writing support.

[Purdue \(OWL\) Online Writing Lab](#) A trusted resource for writing help. Offers comprehensive guides on grammar, research writing, APA/MLA citation styles, and more—frequently referenced by colleges and universities.

[Coursera](#) Many top universities offer free non-credit courses through Coursera in topics such as data science, business, psychology, and academic writing. Great for supplemental learning.

### **APA Style Guide Resources**

Knowing how to properly format assignments and cite sources is an important part of academic writing. At Eastwick College, many courses require the use of APA (American Psychological Association) style for papers and projects.

To help you get started, we've gathered a selection of helpful tools and guides that explain how to format your work, create citations, and avoid plagiarism. Explore the links below to access trusted APA resources.

[Purdue Online Writing Lab \(OWL\) - APA Style](#) Comprehensive guides and examples for APA formatting, in-text citations, and reference lists.

[APA Style Official Website](#) The official source for APA style rules, tutorials, sample papers, and frequently asked questions.

[Citation Machine – APA Citation Generator](#) User-friendly tool to quickly generate APA citations for books, articles, websites, and more.

[Scribbr APA Citation Guide](#) Step-by-step citation generator with detailed tips and examples to help students master APA style.

[EasyBib APA Citation Guide](#) Simple explanations and clear examples for formatting APA citations correctly.

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## **Strategies for Online Success**

### **Online Netiquette**

In an online learning environment, practicing proper etiquette is essential for effective and respectful communication. Netiquette, or “internet etiquette,” revolves around courtesy, respect, and mindfulness when interacting on digital platforms. When communicating online, proper Netiquette includes –

- Treating your instructor and other students with respect in any written or formal communication.
- Always using your instructor’s proper title: Dr., Instructor, or Prof. If in doubt, use Mr. or Ms.
- Using clear and concise language. Double check grammar and spelling in all college communications.
- Always avoiding slang terms or texting abbreviations.
- Using standard fonts and font sizes (e.g., Times New Roman sz 12 or 14)
- Avoid slang terms or texting abbreviations
- Avoiding the use of all CAPS
- Being cautious when using humor or sarcasm

- Being cognizant of sharing yours or others' personal information
- Being open-minded
- And ALWAYS giving proper credit when using a source for information. Absolutely never plagiarize. This includes the use of AI.

### Writing Successful Discussion Posts

When participating in an online discussion forum, you should always aim for success! Follow these tips for successful posting. The most important factors to consider are to ensure your initial posts concisely answer the prompt, while conveying your critical analysis or perspective; and always contribute meaningfully to the ongoing conversation with peers by conveying unique and thought-provoking insight as part of your peer replies. Follow these tips for successful posting:

#### When Writing a Successful INITIAL POST

- **Provide A Clear Response to the Prompt** – Directly address the question posed by the instructor and outline your main position.
- **Identify Supporting Evidence** – Use course materials or outside sources (if allowed) to back up your points. Use specific details from readings, lectures, or personal experiences (when appropriate). Include references, textual quotations, or links to support your opinions
- **Deliver a Critical Analysis** – Go beyond stating facts by analyzing and interpreting information.
- **Share Thoughtful Opinions** – Provide meaningful insights that contribute to the conversation. Share your own experiences, opinions, or personal beliefs or knowledge \*but do so in a way that reinforces the prompt objective.
- **Always Practice Respectful Engagement** – Acknowledge and engage with classmates' perspectives.

#### When Writing Successful PEER REPLIES

- **Acknowledge the Previous Post** – Summarize the key point of your classmate's post to show understanding or quote specific points from the initial post to demonstrate you've carefully read and considered their perspective.
- **Build on the Discussion** – Add new insights, different viewpoints, or additional evidence. Express agreement or disagreement with your explanation.
- **Pose a Question or Prompt** – Prompt further discussion by posing thoughtful questions that encourage deeper analysis and exploration of the topic. Build upon the discussion by sharing related knowledge, personal experiences, or different interpretations that enrich the conversation.
- **Connect ideas to broader context** – Relate the discussion points to relevant theories, concepts, or real-world applications to demonstrate a deeper understanding

- **Engage with Ideas, Not Just Agree/Disagree** – Don't just say "I agree" or "I disagree"; elaborate on why you share or differ with the viewpoint, providing supporting evidence or examples. Even when disagreeing, use polite language and avoid personal attacks

### **General Guidelines to Always Follow**

- **Follow the Specified Word Count** – Adhere to the instructor's length guidelines.
- **Use Proper Grammar and Mechanics** – Ensure your writing is clear, concise, and error-free.
- **Cite Sources Correctly** – Follow the appropriate citation style for any external references.
- **Post Timely** – Contribute to the discussion within the designated timeframe.
- **Review Before Posting** – Copy and paste your response into a document to check for spelling and grammar errors before submitting.

Remember: A great discussion post is insightful, respectful, and advances the conversation!

### **Canvas Tools for Time Management**

Canvas offers several built-in tools designed to help students stay on track and manage time effectively throughout the term. By using these features consistently, you can better plan your weeks, meet deadlines, and avoid last-minute stress.

#### **Key time management tools in Canvas include**

[Calendar](#) – View all upcoming assignment due dates, quizzes, and events in one place. Sync it with your personal calendar for seamless scheduling.

[To-Do List](#) – Automatically updates your Dashboard with tasks and due dates for every course, making it easy to prioritize what needs your attention.

[Notifications](#) – Customize alerts for assignment deadlines, announcements, and messages so you never miss important updates.

[Syllabus / Course Summary](#) – Follow your instructor's course summary on week-by-week to keep pace with lessons and assignments.

# Appendices

## A. Institutional AI Policy



### Generative Artificial Intelligence (AI) Use Policy

This policy establishes uniform standards for the responsible use of generative artificial intelligence (AI) across all Eastwick College programs, courses, and instructional formats. It ensures academic integrity, protects student learning outcomes, maintains compliance with clinical, technical, and regulatory requirements, and upholds the College's commitment to valid and fair assessment of student work.

#### Academic Integrity – Generative AI Use

##### For Students:

Generative AI tools may be used to support learning, including brainstorming, outlining, proofreading, or clarifying course material. AI may not replace student effort, independent thinking, or judgment, and all submitted work must reflect the student's own learning. Any permitted AI use must be disclosed and cited.

Example citation: OpenAI ChatGPT. (2026). Response generated to assist with outlining an essay on supply chain management [Large language model]. Retrieved January 11, 2026, from <https://chat.openai.com/>

##### For Faculty and Staff:

Faculty and staff are responsible for ensuring that AI use supports learning without replacing student effort, thinking, or judgment. AI may assist with grading workflows, such as summarizing discussion posts or checking technical syntax, but may not solely determine grades. Faculty must ensure that students' work reflects independent learning and that any permitted AI use is properly disclosed and cited. AI detection tools may be used as indicators but are not definitive proof of misconduct, and all academic integrity determinations must be based on faculty review and evaluation of student work.

#### Protection of Confidential and Sensitive Information

Students, faculty, and staff must not upload or share confidential, proprietary, or protected information when using AI tools. This includes, but is not limited to, Patient Health Information (PHI) protected under HIPAA, student Personally Identifiable Information (PII) protected under FERPA, and proprietary Eastwick College data. Any AI assisted work must ensure that sensitive information is handled in accordance with institutional, legal, and regulatory requirements. Unauthorized disclosure of protected information may result in disciplinary action in accordance with College policies.

#### Roles and Responsibilities

All students, faculty, and staff are expected to adhere to this policy. Students are responsible for using AI tools appropriately and maintaining academic integrity. Faculty and staff are responsible for guiding AI use in learning and assessment, ensuring proper disclosure and citation, and maintaining the integrity of student work.

#### Issued By:

Bhavna Tailor, Executive Vice President of Operations  
Joseph Neyman, Corporate Director of IT

Effective Date: January 1, 2026