



CIMP Chaplaincy Virtual Course: Technology Requirements Policy

This policy aims to guarantee that every student enrolled in the CIMP Chaplaincy Virtual Course has access to the appropriate technology and possesses the essential skills required to actively engage in and successfully complete the program.

To achieve this, the policy outlines a comprehensive set of minimum technology requirements that each student must meet. These requirements may include specifications for hardware, such as a reliable computer or laptop with a specified processing power and memory, as well as software needs, including necessary applications and operating systems. Additionally, students should have a stable internet connection capable of supporting online learning activities, such as live video classes and access to course materials.

Furthermore, the policy highlights the essential skills that students should acquire before commencing the program. These may involve proficiency in using basic software tools, navigating online learning platforms, and effective communication skills in a virtual environment.

It is important to note that failure to meet these technological and skill-based standards may result in specific consequences. These could include reduced participation in course activities, limited access to certain resources, or, in extreme cases, the possibility of being unable to continue in the program. The aim of this policy is to foster an inclusive and successful learning environment for all students. To ensure all students enrolled in the CIMP Chaplaincy Virtual Course have the necessary technology and skills to participate in and complete the program successfully. This policy outlines the minimum technology requirements and the potential consequences of not meeting these standards.

Minimum Technology Requirements:

Students are required to have the following:

- **Typing Proficiency:** Students must possess sufficient typing skills to effectively participate in online discussions, complete assignments, and take assessments in a timely manner.



- **Functioning Computer:** A laptop or desktop computer that meets the following specifications:
 - **Operating System:** Windows 10 or higher (or the latest mac/OS equivalent)
 - **RAM:** 16 GB minimum
 - **Storage:** Adequate storage space for course materials and software
 - **Webcam & Microphone:** Functioning webcam and microphone for participation in live sessions and virtual meetings.
 - **Updated Software:** The latest versions of web browsers, anti-virus software, and other necessary programs.
 - **Reliable Internet Connection:** A high-speed internet connection with sufficient bandwidth to support video conferencing, streaming, and downloading course material without interruption.

Consequences of Not Meeting Requirements:

Failure to meet these technological requirements may negatively impact a student's performance in the course and could lead to:

- Difficulty participating in online activities.
- Inability to complete assignments on time.
- Reduced access to course materials.
- Compromised performance on assessments.
- Ultimately, a failing grade in the course.

Exceptions:

Students may be exempt from these requirements in cases of documented medical reasons. In such cases, students must provide official documentation to the course instructor and work with the CIMP disability services office (if applicable) to identify reasonable accommodation.

**Troubleshooting and Support:**

Students are expected to troubleshoot basic technical issues. However, the CIMP Chaplaincy program will make reasonable efforts to provide technical support resources and guidance to students experiencing difficulties meeting the technology requirements.

Responsibility:

It is the student's responsibility to ensure they have the necessary technology and skills to participate in the virtual course. Students are encouraged to test their equipment and internet connection before the start of the course and to seek assistance if needed.

Policy Review and Updates:

This policy will be reviewed and updated periodically to reflect technological advancements and the evolving needs of the CIMP Chaplaincy Virtual Course.