



Guide for the Communication Policy

Text of the Communication Policy in Distance Education Courses:

Students enrolled in distance education programs at King Abdulaziz University are required to use the official communication tools provided in the e-learning system to communicate with instructors and peers. These tools include the “Instructor Information” and “Course Messages” pages.

Learners must use the communication tools available in the course—such as chat and discussion forums—to express their ideas and engage with peers and instructors, while adhering to the guiding principles below.

Guiding Principles for Communication in Distance Education Courses at King Abdulaziz University:

During the semester, you may be asked to use various online communication tools such as discussion forums, chat, or course messages. These allow you to:

- Interact with others in the virtual classroom.
- Develop and share ideas through teamwork.
- Ask questions.
- Receive and provide feedback.
- Exchange experiences.

The communication tools enable rich and meaningful dialogue on course topics. The instructor will provide detailed instructions for each activity, but you should follow these general guidelines to ensure quality communication:

1. Use proper grammar and punctuation; avoid spelling errors.
2. Keep your messages clear and concise. Ensure your main idea is easily understood.
3. Always proofread your writing for logic, clarity, and tone.
4. Make sure your responses or submissions are complete and meet the assignment requirements.
5. Avoid repeating what has already been said; add your insights or opinions according to your instructor’s instructions.



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6. Be polite and respectful in expressing your opinions.
7. Maintain the privacy of your own and others' information; do not share it publicly.
8. Respect intellectual property rights when sharing opinions or materials.
9. Do not share unverified information lacking credible academic sources.

Specific Guidelines for Communication Tools:

Discussion Forums:

- Make your post title specific and descriptive. For example, "Midterm Wednesday Discussion" is better than "Question."
- Don't just reply with "I agree." Instead, explain your reasoning or offer a new perspective.
- Respect others' views; openness to diverse opinions is part of academic discourse.
- If you encounter offensive content, notify your instructor immediately.
- You may use standard emojis (😊 , 😞) to convey tone, but use them sparingly.
- Communicate with your instructor or classmates using course messages when necessary.
- Avoid unclear or vague subject lines like "Hello."
- Write brief contextual introductions when sending messages, e.g., "I'm a student in Statistics Section A. I asked you last week about bivariate distributions and have a follow-up question."
- Use standard fonts like **Arial**, **Calibri**, or **Times New Roman**, with size **12–14**, and avoid decorative fonts.

Course Messages:

- Use the course messaging tool to contact your instructor or classmates.
- When sending a message, use the recipient list to select your instructor or all students. You may use CC or BCC (as available in Blackboard).



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- Avoid informal greetings or vague subject lines.
- Provide concise context and a clear question.
- Use proper fonts (Arial, Calibri, Times New Roman) and standard font sizes (12 or 14).

Virtual Classroom Tools:

- Communicate through the chat area, whiteboard, or shared applications, as permitted by the instructor.
- Send and receive files directly if allowed.
- Post questions in the chat area during designated times.
- Remember: you are part of a professional digital learning community—help maintain its integrity through respectful behavior.