405. DISTANCE EDUCATION

Distance Education credit courses shall be defined as courses that rely on technology to deliver course content when the learner and instructor are not in the same place at the same time. Distance Education courses may be synchronous (in real time; simultaneous) or asynchronous. Distance education is distinct from hybrid courses, where the instructor and students have a regular meeting schedule (usually once a week) but rely on technology to deliver a portion of the course content.

Also, in accordance with Federal Regulations, the College must establish procedures to ensure the identity of each student taking distance education classes. These procedures are intended not only to protect student privacy, but to also prevent any academic misconduct. WCCC satisfies this requirement through the following controls:

a) Students and instructors are only permitted access to classes for which they are enrolled.
b) Users must submit both a unique user ID and a password in order to access their distance education classes.
c) Instructors or academic administrators can monitor student use and disable a user's access to a class in the case of any suspected violation of academic policies or procedures.
d) An instructor may specify in-person assessment(s) for distance education or hybrid courses, as long as these requirements are made clear in the section syllabus. All in-person assessments must be proctored by the instructor or an authorized college representative. No additional fees shall be charged to students for the proctoring of distance education or hybrid course assessments.

The college shall verify that a student is actively attending a distance education course prior to the disbursement of federal financial aid. Because distance education courses do not include face-to-face contact between a professor and a student, it is necessary for the college to establish standards for determining attendance for purposes of financial aid disbursement. Attendance in on-line class shall be defined as active participation in course assignments, including the completion of papers, on-line postings and exams. Merely logging into an on-line educational system **does not** constitute attendance. Posting a student introduction **does not** constitute attendance.

Students enrolled in a distance education class who have not completed a single course assignment/exam for the class, shall receive an NF grade (Failure to Withdraw/Never Attended). Students who have stopped actively participating in the class prior to the end of the semester shall be awarded an XF grade (Failure to Withdraw/Stopped Attending) and have a "last date of attendance" (or LDA) date recorded by the instructor. This LDA shall reflect the date the student's last assignment or exam was received by the instructor.

Any instructor or administrator concerned about the sharing, tampering or access to usernames, passwords, or distance education courses by unauthorized individuals shall report concerns immediately to the Vice President of Academic or his/her designee. This includes concerns regarding possible student fraud, plagiarism and/or other conduct specifically prohibited in the Student Handbook, the Campus Code of Conduct (Policy 304.2), the Policy on Computer, Email and Internet Usage (Policy 202.19) or the Copyright Policy (Policy 404).

It is the responsibility of the instructor to utilize the course objectives and the defined textbook as set forth in the master syllabus for all distance education courses. The college approved Learning Management System (LMS) must be utilized for all distance education courses and may be supplemented with additional online resources as approved by the college administration. Distance education courses must also meet guidelines established by the college for student time on task. A guideline of proposed time must be pre-approved by the Vice President of Academics before the start of the academic term. Each week faculty must require an assignment that demonstrates weekly attendance within the LMS for all students enrolled in distance education courses. A final time audit reflecting actual course structure and student time on task must be submitted to the Vice President of Academics at the conclusion of the course along with final grades.

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