



Policy 5.6: Distance and Correspondence Education Students

Volume: 5

Managing Office: Information Technology Services (ITS)/Center for Distance Education and elearning

Effective Date: July 1, 2014

Review History:

Authority: Information Technology Services/CIO

I. POLICY STATEMENT

For the purposes of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), distance education is defined as “a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place. Instruction may be synchronous or asynchronous. A distance education course may use the Internet; one-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices; audio conferencing; or video cassettes, DVD’s, and CD-ROMs if used as part of the distance learning course or program” (Southern Association of Colleges and Schools Commission on Colleges, 2010).

Correspondence education is defined as a formal educational process under which the institution provides instructional materials, by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructor. Interaction between the instructor and the student is limited, is not regular and substantive, and is primarily initiated by the student; courses are typically self-paced (Southern Association of Colleges and Schools Commission on Colleges, 2010).

II. PURPOSE

The purpose of this policy is to ensure that procedures and guidelines are being followed as set by U.S. Department of Education under the Higher Education Opportunity Act

(HEOA). For more information about the HEOA please visit:
<http://www2.ed.gov/policy/highered/leg/hea08/index.html>

III. PROCEDURE

Student Authentication

Alabama A&M demonstrates that a University student attending an online class is the student completing the coursework in the following ways:

1. the creation of a unique student ID
2. use of a secure login and password set by the student used to login to the online course management system
3. photo ID
4. proctored exams in programs determined by the academic program.

In addition, Policy 5.5 requires all faculty communication with students regarding Alabama A&M business be conducted via the official Alabama A&M email account, which requires secure credentials.

Proctored Exams:

All students that are taking a proctored exam must first submit a proctor request form to the requested proctor. The form must be submitted back to the academic program from the proctor. Once the proctor is approved, a password will be given to the proctor. The student must show photo ID to receive the password to take the exam.

Privacy Policy:

Alabama A&M faculty, staff, and students are covered under privacy policies such as FERPA rights outlined in the student handbook, "Life on the Hill" and outlined in Policy 5.2 under *Confidential Data*. In addition, student privacy policy is outlined in the Center for Distance Education & eLearning (CDEeL) procedure manual.

A distance or correspondence student will have the same rights and services as on-campus students. All distance and correspondence students must adhere to the same policies provided in policies 5.1, 5.2., 5.3, and 5.5.

Faculty Training:

Alabama A&M faculty who wish to teach an online class must be trained as outlined in the Center for Distance Education & eLearning (CDEeL) procedure manual. Training include best practice strategies to promote online integrity, using a course management system for content and exams, communicating with online students, etc.

IV. DISCIPLINE / PERSONNEL ACTIONS

Improper use or violations of Distance Education Policy may include:

1. Restricted access or loss of access to the University Network;
2. Disciplinary actions against personnel and students associated with the University,
3. Termination and/or expulsion from the University, and
4. The University may also refer suspected violations of applicable law to appropriate law enforcement agencies.

V. RELATED POLICY

University Policy 5.1: Responsible Use of University Computing and Electronic Communications Resources