Rights and Responsibilities of Students Enrolled in Distance Education Courses

1. Distance Education courses will be governed by the same policies that apply to all Bishop State courses, unless stated otherwise. These policies may be found in the Bishop State Community College Catalog and Student Handbook.

2. In order to protect the privacy of students enrolled in distance education, faculty will not publicly post any student grades or information.   All communication will use the official Bishop State email system or the secure communication system in Canvas.   Bishop State has established a FERPA Policy in compliance with the federal guidelines and students should refer to this policy for more information. The Bishop State Community College FERPA Policy is located on the Bishop web page: https://www.bishop.edu/admissions/ferpa-policy

3. All posted dates related to College activities (registration, add/drop, etc.) are applicable to all courses, regardless of mode of delivery. This includes all refund and payment deadlines.

4. Courses that do not receive adequate enrollment numbers may be removed from the listing of course offerings. If a course is cancelled, it is the student's responsibility to register for a different course.

5. The ADA Office ensures that qualified students with disabilities are not discriminated against based on disability. The ADA Office ensures that these students are provided reasonable accommodations based upon Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act as amended in 2008. Registering with the ADA Office is optional; however, students must register with the ADA Office in order to receive services. Students requiring disability accommodations should contact the ADA Office at 251-405-7057 or adaoffice@bishop.edu. For more information, refer to the College's Website: https://www.bishop.edu/student-services/ada-accommodations

6. The official policy of Bishop State Community College is that no person shall, on the basis of any impermissible criterion or characteristic including, but not limited to, race, color, national origin, religion, marital status, disability, sex, gender, age or any other protected class as defined by federal and state law, be excluded from participating in, be denied the benefits of, or be subjected to discrimination in any program, activity, or employment. Bishop State complies with all non-discriminatory regulations under Title VI and Title VII of the Civil Rights Act of 1964, Title IX Education Amendments of 1972, Section 508 of the Rehabilitation Act (29 U.S.C. 794d), as amended in 1998, Section 504 of the Rehabilitation Act of 1973 and ADA regulations as revised in 1992. For more information, contact the Dean of Students, Wilbert Bryant: wbryant@bishop.edu, 251-405-7087 or the Title IX Coordinator, Title IX Coordinator, Dr. Andrea C. Agnew, Associate Dean of Instruction/ADA Coordinator, Compliance Officer, 414 Stanton Street, Mobile, AL 36603, (251) 662-5363, aagnew@bishop.edu.

7. It is **required** that students taking distance education courses have a computer and Internet access in their homes. The lack of Internet access and/or the presence of technical difficulties do not constitute an excuse for work to be submitted late. It is each student's responsibility to

ensure that he/she has reliable Internet access and proper computer equipment including a webcam. Students are welcome to use open labs on any Bishop State campus while completing coursework.

8. Students taking distance education courses must use the email address provided to them by Bishop State or the secure communication system within the LMS. While using the College's email system or LMS, messages intercepted or received by individuals other than the intended recipient are not the responsibility of Bishop State Community College. It is the student's responsibility to protect all usernames and passwords associated with Bishop State and Canvas accounts. Students are also encouraged to change passwords within OneACCS and Canvas once they log in.

9. Instructions for logging in to the LMS are posted in the LMS global announcements, on the College's website, and on social media. Students who enroll in a distance education course who are not able to log in to the LMS within two days of registering for courses should submit a **helpdesk ticket** from the link on the Distance Education webpage: https://www.bishop.edu/student-services/student-support/online-learning

10. All distance education courses begin on the first day of each term. Students should log in to their courses as of the first day of class.

11. Students who fail to log in to their course and complete coursework before the first attendance verification period will be reported as "no shows" and dropped from the course. A student's financial aid status will be affected if reported as a "no show." Students who stop attending class and completing coursework risk being administratively withdrawn from the course.

12. Students will be held to the requirements posted in each instructor's syllabus.

13. Certain online courses may require additional software and/or materials. These additional requirements will be posted in the syllabus. Although some additional software have "trial" or "free" access periods, it is the responsibility of the student to have purchases the codes or materials to continue working in the software after the trial periods end.. All costs associated with these materials are the responsibility of the student.

14. Students enrolled in distance education courses have access to online tutoring, the College bookstore, library services (including the Alabama Virtual Library), student services (including academic advising, eWithdrawal service), as explained in the General Catalog and Student Handbook.

15. All distance education courses include proctored assessments worth at least 25 % of each student's final grade. Students must provide a valid photo identification (student ID, state issued driver's license/ID, military ID, or passport) and have appropriate technology to take the assessments.

    The proctored assessment may be administered in one of the following ways:

    A. **On campus assessment**
       An assessment will be given during a published proctored assessment meeting.

B. Off campus, proctored assessment

    a. Students who live more than 50 miles from the Main campus may use a proctor who has been approved by the instructor of the course, following the appropriate proctoring guidelines. Completed proctor forms must be submitted to faculty by midterm of the semester. All costs (if any) associated with procuring a proctor fall upon the student.

Proctor Guidelines

To be eligible to serve as a proctor, a person must be either an administrator or full-time faculty member from an institution of higher education, an administrator (principal or assistant principal) within a k-12 school system, a professional testing center test administrator, military education officer or a head librarian at a public library. All costs (if any) associated with procuring a proctor fall upon the student. Please reference the approved Bishop State proctor form for complete instructions.

    b. The College may use Respondus Monitor or other proctoring services through Canvas to administer the exam. Respondus Monitor activates a student's webcam and records video and audio of the student taking the exam so it can be proctored remotely. **Thus, the student is responsible for procuring a computer with a webcam and microphone that is compatible with Canvas and Respondus or other proctoring software.**

16. General questions about distance education courses should be directed to the Office of Distance Education.

For Canvas Student Account Issues Contact: Dr. Steven Onukwuli, 251-405-7144 or sonukwuli@bishop.edu

For Canvas Faculty/Instructor Issues Contact: Ginger Glass, 251-405-7169 or gglass@bishop.edu

Questions related to specific courses should be directed to the instructor of that course.

17. Signing into the LMS serves as an acknowledgement that you have read these policies and procedures and that you agree to abide by them.