

THE
LeMoyne-Owen
COLLEGE
 LEADERSHIP. OPPORTUNITY. CHANGE.

SUBJECT: Distance and Correspondence Education	Effective Date:	Policy Number:
	February 18, 2022	01-1-043
	Supersedes: Policy: Date:	Page 1 Of 2
	Responsible Authority: Vice President of Information Technology	

I. Purpose and statement of operational policy underlying the procedure.

This policy is designed to provide academic support and security to students enrolled in LeMoyne-Owen College. It is designed to ensure that courses can be taken by students who are not physically on the campus and to ensure the academic integrity of the distance education program.

II. Applicability/Scope

This policy applies to all students enrolled in LeMoyne-Owen College.

III. Process for Implementing Procedure

Responsibility	Action	Timeline
Vice President of IT	Ensure that all systems are active and live. Have a process for repair systems when they are down. All students must go through the verification of identity. Ensure that students have access to social media platforms.	On-going
Human Resources	To ensure that all students are in compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974	Verified by HR annually
PVPAA/Division Chairs	Place courses to be offered through a distance learning process	Occurs each semester
Registrar	Ensures that students are approved for registration and placed within course	On-going

IV. Related policies/References for more information

Authorizing Official: <u>Asha Kang</u>	Authorization Date: <u>2.22.22</u>
Title: <u>Provost & VP for Academic Affairs</u>	