

DISTANCE EDUCATION STUDENT POLICY

A. Policy

By enrolling in distance education courses at Butler County Community College (BC3), students acknowledge their understanding of and agree to comply with the provisions outlined in this policy. Failure to adhere to these guidelines may result in disciplinary action, as determined by the institution.

B. General Information

The following distance education class delivery formats are offered by BC3. Students who enroll in courses identified in any of these categories are considered distance education students:

1. **Online:** An online class uses the Internet, the College's Learning Management System (LMS), and other web-based applications for all instruction, activities, assessments, and class interaction.
2. **Hybrid:** A hybrid class is essentially an online class, but also requires four (4) or more on-campus or iTV Live Remote meetings. These meetings are scheduled in advance by the instructor, and may be used for any combination of lectures, discussions, presentations, labs, examinations, etc. Required campus or iTV Live Remote meeting dates are listed with the class information on the College's Credit Schedule and the instructor's Course Outline.
3. **iTV Live Remote:** An iTV Live Remote class is delivered synchronously using video- and/or web- conferencing technology to allow the instructor and students to have video and audio interaction from separate remote locations simultaneously via televisions and/or computers with Internet, video, and audio capabilities. Physical on-campus presence is not required by the instructor or students. iTV Live Remote classes may require assignments and assessments be completed online outside of the regular class time through the College's LMS.

Students enrolled in distance education classes are expected to:

1. Have regular and unrestricted access to an up-to-date computer system (Windows or Mac), a webcam, and a microphone.
2. Complete the MyBC3 Technology Orientation in the College's LMS prior to the start of class.
3. Familiarize themselves with the specific guidelines and requirements outlined by instructors for each online activity and assessment.

C. Establishing a Student Identity at BC3

Establishing a student identity at BC3 begins at the time of application. During the application and admission process, applicants are expected to provide their complete and true identity information on the BC3 Application for Admission.

1. Upon admittance, every student is assigned a unique and secure student ID number.
2. Every student will receive a unique and secure student network login and a temporary password. Students are required to set a new password and to enable multi-factor authentication upon first login. Students have the ability to change their passwords at-will using a self-service tool, and are encouraged to do so periodically.
3. Students must acquire a BC3-issued student photo ID to take classes at Butler County Community College or use the BC3 Library. Photos are taken at the Records and Registration Office on Main Campus and at all additional locations. For online students

who are unable to obtain a BC3 student ID, a valid government-issued photo ID is required. Acceptable government-issued photo IDs are: State issued driver's license, State issued ID card with photo, Passport, military ID with photo (active duty, reserve, retired, or veteran). If showing government issued ID, students should make sure their photo, name, and issuing agency are viewable.

D. Academic Integrity in Distance Education Classes

Students are expected to uphold the highest standards of academic integrity in distance education classes. Prohibited conduct includes, but is not limited to:

1. Using unauthorized references, including referencing from other students, during exams or assignments.
2. Possessing, purchasing or selling content, including exams.
3. Acting as substitutes for other students, or using others as substitutes for yourself.
4. Using resources in a manner expressly prohibited by the instructor in the research, preparation, creating, writing, or performing of work to be submitted for academic credit or evaluation.
5. Not properly citing your work.
6. Presenting someone (or something) else's work as one's own. Plagiarism includes purchasing or borrowing an entire assignment, having someone else complete an assignment or rewrite an assignment in their words, and using source material to complete an assignment without giving proper credit for that source material. It also includes the unauthorized use of, or lack of appropriate citation to, Artificial Intelligence platforms, like ChatGPT, for any assigned or graded work.

E. Distance Education Student Identity Verification

BC3 complies with the federal Student Identity Verification regulation (34 CFR 602.17(g)), wherein an institution of higher education is required to have processes in place through which the institution establishes that a student who registers in any course offered via distance education or correspondence is the same student who academically engages in the course or program.

1. Students enrolled in classes delivered via distance education may be required by their instructors to show their BC3-issued student ID or a valid government-issued ID, use a webcam and microphone, and/or take proctored examinations, which may include video, as well as audio recording with consent of the student. In addition, new or other technologies and practices to assist in verifying student identity may be utilized.
2. All methods of verifying student identity in distance education must protect the privacy of student information in accordance with the Family Educational Rights and Privacy Act (FERPA) and any other applicable laws or regulations regarding the confidentiality of personally identifiable information.
3. Additional costs for proctoring services or use of other technologies and practices may apply. Costs may vary. Students will be notified of any additional costs related to Student Identity Verification on or before the first day of class via the instructor's Course Outline and/or the Course Materials page on the College's Bookstore website.

F. Student Behavior in Distance Education Courses Policy

1. Students are expected to engage in respectful and professional communication in all online interactions, including discussion forums, emails, and virtual meetings. Hate speech, harassment, or disruptive behavior will not be tolerated and may result in disciplinary action.

2. Students are responsible for the appropriate use of technology resources as outlined in the BC3 Acceptable Use of Technology Policy. This includes respecting copyright and intellectual property rights, refraining from unauthorized access to online resources, and using online platforms for educational purposes only. This also includes using another student's secure login and passcode, along with multi-factor authentication, to access the BC3 computer network, on-campus Wi-Fi, the MyBC3 Experience (Portal), and subsequent web-based applications such as email and the LMS.
3. Students must adhere to data privacy and security guidelines when accessing and handling sensitive information within the online learning environment. Sharing personal or confidential information without consent is strictly prohibited.

G. Enforcement

BC3 considers any violation of academic integrity, student identity verification, or student conduct to be a serious offense. Failure to comply may result in disciplinary action.

1. Evidence of academic dishonesty and/or failure to comply with the procedures outlined in Sections D, E, and F above may result in an F grade for that assignment, test, etc. Violations will be reported by the instructor to the Office of the Provost and Vice President for Academic Affairs.
2. Repeat offenses of academic dishonesty may result in more severe penalties, such as: loss of privileges, suspension, or dismissal from the institution.
3. Any student who observes or experiences behavior that violates this policy should report the incident to the appropriate authority, such as the course instructor, the respective academic Dean, or the Dean of Students.

H. Review and Appeal of Charges

Students who are charged with academic dishonesty shall have the right to have the charges heard and may appeal sanctions imposed, if any, according to the levels of authority and the processes outlined in the College's Academic Grievance procedure.

I. Policy Review

BC3 will regularly review and update this policy to ensure its effectiveness and compliance with relevant regulations. Any updates or changes to the policy will be communicated to all students in a timely manner.