Luther Rice College and Seminary

Policy and Procedure

Title: Distance and Correspondence Education Policy

Type: Academic Affairs

Number: LRCS_AA_001

Owner: Office of Vice President for Academic Affairs

Contact: Dr. Evan Posey, Vice President for Academic Affairs

Date Last Revised: April 2020

Date Implemented: May 2020

Date Last Board Approval: May 2020

Policy Purpose

The mission of Luther Rice College and Seminary is to serve the church by providing biblically-based on-campus and distance education to Christian men and women for ministry with an end to granting undergraduate and graduate degrees.

To accomplish its mission, Luther Rice College and Seminary utilizes a Learning Management System via the internet to offer asynchronous instruction (interaction between students and instructors and among students).

Approximately ninety-seven percent of Luther Rice College and Seminary's instruction is offered through distance education. Consequently, all academic policies are applicable to the institution's distance education. In particular, the following policies apply uniquely to distance education.

Policy

Student Identification Verification

Luther Rice College and Seminary ensures that the student who registers in a distance education course or program is the same student who participates in the course or program; completes the course or program; and receives the credit for the course or program. The institution verifies the identity of a student who participates in class or coursework by using a secure login and passcode, proctored examinations, and new or other technologies and practices that are effective in verifying student identification.

Luther Rice College and Seminary utilizes three technologies that serve to ensure that the student who registers in a distance education course or program is the same student who participates and completes the course or program and receives credit. The technologies include Respondus Monitor, LockDown Browser, and SafeAssign. Respondus Monitor is a proctoring service that uses a student's webcam and analytics to ensure that the student who registered for the course is the person completing an assignment. LockDown Browser is a custom browser that locks down the testing environment within the institution's learning management system. This service deters cheating during online examinations. SafeAssign is a service offered within the institution's learning management system that compares submitted assignments against a set of academic papers to identify areas of overlap between the submitted assignment and existing works.

Student Privacy

Luther Rice shall ensure the protection of the privacy of all students enrolled in on-campus and distance education courses. The Luther Rice Chief Information Officer shall be responsible for administrating all Luther Rice information security and privacy policies, procedures, and training. All Luther Rice employees shall complete quarterly training on security awareness and their responsibility concerning compliance with the Luther Rice Information Security Policies. Per federal requirements, Luther Rice is required to adhere to the Gramm-Leach-Bliley-Act (GLBA).

Student Charges Associated with Verification of Student Identity

Luther Rice College and Seminary shall ensure that all students are notified in writing at the time of course registration that Luther Rice does not impose any additional charges for the authentication of student identity.

Accurate Enrollment Reports to External Entities

Luther Rice College and Seminary shall ensure accurate enrollment reports for distance education to all external agencies, such as the Integrated Postsecondary Education Data System, accreditation agencies, and constituents.

Accreditation Principles

Luther Rice College and Seminary shall ensure that its distance education courses, programs, and services comply with its accreditor's standards and principles of accreditation. This policy shall apply to distance education courses, programs, and services regardless of location or delivery methods.

Roles and Responsibilities

1. Board of Trustees: Policy Approval
2. Vice President for Academic Affairs: Proposed Policy Revision

Distribution

1. Catalog
2. Faculty Handbook and Policy Manual
3. Student Handbook
4. Website

Revision Date	Author of Revision	Description of Revision
April 2020	Dr. Evan Posey	Creation of Policy