

Distance and Correspondence Education Policy

The Distance Education program at Central Alabama Community College offers students the opportunity to choose quality, affordable courses that conveniently fit their lifestyle. Courses offered by distance education are the same quality as those taught traditionally in a classroom

Laptops are available for loan on an individual basis. If interested in a laptop loan, contact the Learning Resource Centers on the Alexander City Campus, Childersburg Campus, and the front office at the Talladega Campus and Prattville Campus.

Students may access Canvas LMS through a link at www.cacc.edu and use their student email address (i.e., a00000000@alabama.edu) and password to log in to Canvas. After registration, each course which the student is registered for will appear in Canvas by the published first day of class for the semester. Students are responsible for accessing Canvas on the published first day of class.

Faculty Virtual Office Hours

Faculty (full-time) who teach online courses (asynchronous or synchronous) may take a portion of their required thirty-five on-campus office hours as virtual hours in order to be available for online students during the time periods in which these students are working in coursework and need assistance. Faculty must indicate the virtual office hours on the faculty member's schedule card and in the learning management system (LMS). Faculty may take up to two (2) hours of virtual office time per week per three or four-

for inquiries received on longer holidays such as Thanksgiving and Spring Break. Any time instructors anticipate their response time to a student to exceed forty (48) hours, an announcement will be posted in the learning management system.

Security and Procedures for Student Privacy Protection in Distance Education Courses

Upon enrollment in any college course at Central Alabama Community College, a user account is created in the Canvas LMS for students to use to complete course requirements. Each student is issued a unique student number and email address to use in accessing student accounts. It is the student's responsibility to keep this information secure and avoid sharing login information with anyone. Students are advised to change the default password for additional security.

CACC is fully compliant with the Family Educational Right and Privacy Act (FERPA) and the College provides every employee of CACC with a written procedure to protect the privacy of students. In addition to FERPA, the privacy of students enrolled in distance education courses is protected using the following practices:

- Faculty will not publicly post any grades or personal information for any student.
- All grades must be posted securely, visible only by each individual student, in his/her password-protected student grade book located in the College's learning management system.
- All faculty must contact students using either the College email account or secure Canvas messaging.

Testing Policies and Procedures

CACC requires every distance education course to have at least one assessment supervised by a proctor: either the instructor/an approved proctor or proctoring software. Students unable to download the software on their computers are given an opportunity to schedule onsite proctoring sessions. A proctor from the College can be provided, and computers, with the proctoring software downloaded, can be loaned to students. To schedule an onsite proctoring session, students are provided with contact information for all locations' libraries and/or testing labs through CACC's learning management system. These sessions are scheduled as needed, per student request. Dual enrollment students will follow the same process as other student. In situations where traditional proctoring is not feasible for the dual enrollment student, the high school counselor should contact their Dual Enrollment Specialist. Students are required to show proof of identification before starting their required assessment(s).

Students

Students who reside outside of Alabama and are seeking professional licensure (i.e., nursing, cosmetology, etc.) in a different state should be aware that Central Alabama Community College cannot confirm whether a course or program of study meets requirements for licensure in that state. Therefore, the student should contact the appropriate state licensing board to determine if Central Alabama Community College's course and/or program meets requirements for licensure in that state.