



PIEDMONT TECHNICAL COLLEGE

POLICY

POLICY NUMBER: 3-1-1012

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TITLE: Development and Delivery of Distance Education Courses

RELATED POLICY AND PROCEDURES: 3-1-1012.1 Development and Delivery of Distance Education Courses

DIVISION OF RESPONSIBILITY: Academic Affairs

March 19, 2013

January 21, 2020

January 21, 2020

Date Approved by Area Commission

Date of Last Review

Date of Last Revision

Piedmont Technical College does not offer correspondence education but in offering distance education, the College

- a. provides oversight of the development, delivery, and evaluation of distance education courses and programs,
- b. ensures that the student who registers in a distance education course or program is the same student who participates in and completes the course or program and receives the credit.
- c. maintains a written procedure for protecting the privacy of students enrolled in distance education courses or programs.
- d. ensures that students are notified, in writing at the time of registration or enrollment, of any projected additional student charges associated with the verification of student identity.

Distance education coursework is complemented by support services and training for both students and faculty as part of the College's mission. Distance education offered via the Piedmont Education Network (PEN) or Internet (Online/Hybrid) is sustained by appropriate financial and infrastructure support.