

**Williamsburg Technical College
STATEMENT OF POLICY**

SECTION D – EDUCATIONAL AFFAIRS

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| Title <p style="text-align: center;">DISTANCE EDUCATION</p> Legal Authority <p style="text-align: center;">Southern Association of Colleges and Schools Commission on Colleges Section 10</p> | Number <p style="text-align: center;">D-48</p> |
| Division of Responsibility <p style="text-align: center;">Academic Affairs</p> | Approval Date Page <p style="text-align: center;">8/17/20 1 of 1</p> |
| Approval President _____ Commission Chair _____ | Supersedes Policy No. D-48 Date 1/12/15 |

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

The purpose of this policy is to establish guidelines for the delivery of coursework through distance education. Integral to the mission of Williamsburg Technical College is accessibility to higher education for the residents of Williamsburg County. To accomplish this mission, it is the policy of the College to minimize the barriers of geographic location in the delivery of education to the greatest extent possible while ensuring compliance with the following policy directives:

1. The College will demonstrate that students who register in a distance education course or program is the same student who participates in and completes the course or program and receives the credit by verifying the identity of a student who participates in class or coursework.
2. The College, through written procedure, will protect the privacy of students enrolled in distance education courses or programs.
3. The College, through written procedure distributed at the time of registration or enrollment, will notify students of any projected additional student charges associated with verification of student identity.
4. The College will accurately report headcount enrollment on its annual Institutional profile submitted to the Southern Association of Colleges and Schools Commission on Colleges.
5. The College will ensure that all distance education courses and programs comply with the Southern Association of Colleges and Schools Commission on Colleges Principles of Accreditation wherever located or however delivered.