POLICY TITLE
Course Delivery Considerations for Courses at a Distance

POLICY NUMBER
4.6 (formerly APPM 5.1 & 5.2)

PRIMARY RESPONSIBILITY
Office of Academic Affairs
Office of Student Affairs

CREATION / REVISION / EFFECTIVE DATES
Created May 2001/Revised June 2012/Effective June 2012; revises Summer 2017/effective immediately

PURPOSE
This policy outlines the various policies and procedural issues which must be taken into consideration when courses are delivered at a distance and a student may need to interact with more than one Campus/Site.

ORGANIZATIONAL SCOPE OR AUDIENCE
All staff and faculty involved in delivery of distance education courses

DEFINITIONS
Distance Education Course:
Any of the currently recognized types of distance education courses offered by Ivy Tech Community College, as defined in ASOM 6.10 – Distance Education Course Design and Development. Where a distinction is made for a specific type of course, that course type name will specifically be used in this policy.

Home Campus:
The Campus of record for a student’s transcripts, financial aid, and other support functions.

Originating Campus:
The Campus(es) from which students take distance courses.

POLICY
Whenever and wherever possible, course delivery for distance education courses is handled in a manner consistent with those for traditional courses. This policy identifies any areas where a difference and/or need for further clarification exists between traditional classes and one or more formats of distance education courses. Unless otherwise stated specifically, these policies and procedures apply to all types of distance education courses.

PROCEDURE
Student Registration
Students are not to be moved from one Campus’ online course to another Campus’ online course unless done so with student consent.

**Course Management**
Students are subject to the withdrawal refund dates of the originating Campus for each course. Grades are entered by the instructor(s) of the course using normal grade and status.

For the purposes of documenting eligibility for Title IV financial aid, students in distance education courses must make at least one academically-related contact with the instructor prior to the published “no show” date in order to prevent a “no show” withdrawal from the course. An academically-related contact is defined as submitting an assignment, responding to a discussion question, or otherwise performing some kind of activity that can be documented and that supports active involvement in the class. Students who do not do this should be recorded as a “no show” and be withdrawn from the course. The last date of access in the learning management system should not be used as a determining factor for “no show” withdrawal. The student must complete an academically-related contact.

Students registered through the Indiana College Network should be reported by the faculty member as a no-show withdraw, however the student is not to be withdrawn from the course unless the home institution of the student initiates that request. No-shows are to be reported to the home institution by the originating region and the home institution will make the determination as to what grade the student should be given. The student will remain an NW in the Ivy Tech system.

**Academic Dishonesty**
If a distance education student is suspected of academic dishonesty, the instructor of the class, in consultation with the chief academic officer at the originating Campus, will be responsible for investigating the situation. If academic dishonesty occurs in the testing center (or is suspected by individual proctor), the incident will be handled following the procedures outlined in ASOM 4.7 – Testing Services. Before disciplinary action can occur, the chief academic officer or chief student affairs officer at the home Campus must be consulted to determine the appropriate penalty. Final decision for the action rests with the originating Campus. Penalties for Academic Dishonesty should follow those outlined in the applicable College policy.

**Student Complaints**
Student complaints must be handled quickly and efficiently. If the complaint is of an academic nature, the student should follow the informal grievance process by first initiating his/her complaint with the instructor from the originating Campus. If the event an issue is not resolved at the instructor level, the Online Technology Coordinator at the student’s home Campus is responsible for facilitating the student complaint process by providing the student with the name(s) and contact information for the appropriate faculty and/or staff to be contacted on the originating Campus. The originating Campus is responsible for resolving complaints; however, the home Campus and originating Campus will work closely together to resolve issues. If the complaint is of a non-academic nature, the student should be referred to the Vice Chancellor for Student Success OR Enrollment Services at the originating Campus.
REFERENCES
6.10 - Distance Education Course Design and Development https://www.ivytech.edu/files/6.10-distance-education-course-design-and-development.pdf
4.20 - Academic Integrity https://www.ivytech.edu/files/academic-integrity.pdf
Indiana College Network (ICN) policies and procedures - http://www.icn.org/
Federal Financial Aid Handbook -
https://ifap.ed.gov/ifap/byAwardYear.jsp?type=fsahandbook&awardyear=2017-2018

RESOURCE PERSON
Vice Chancellor for Academic Affairs
Vice Chancellor for Student Affairs
Online Technology staff
Center for Instructional Technology