

**AOP-3-27-12-01 - Approved by ASC on March 27, 2012 (Revised 10/22/13)**  
**Distance Education Policy**

**Defining Distance Education** – Distance Education is a formal educational process in which the majority of instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same location. Instructions may be synchronous or asynchronous. A distance education course may use the Internet; one-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices; audio conferencing; or video cassettes, DVDs, and CD-ROMs if used as part of the distance learning course or program (SACS COC Distance and Correspondence Education policy).

All courses that are designated as distance education under the definition will be appropriately identified for students and faculty so that all parties are fully aware of the delivery method used for the course.

### **Student Authentication**

Troy University adheres to the latest WCET Best Practice Strategies to Promote Academic Integrity in Online Education, which includes faculty training processes to teach online for Troy University.

Troy University demonstrates that a University student attending an online class is the student completing the coursework by the creation of a unique student ID, use of a secure login and password to the learning management system, and the use of proctored exams in programs as determined by the discipline committee for the academic program.

### **Proctoring policy**

TROY University adheres to a stringent online course exam proctoring policy which improves the validity of claims related to student authentication and enforcement of the instructor's requirement for a standardized testing environment. (See AOP eTROY Online Course Proctoring Policy)

### **Privacy policy**

Troy University faculty, staff, and students are covered under several privacy policies: Technology privacy rights are outlined in the TROY ePolicy manual, Section 806; FERPA rights are outlined in the TROY Student Handbook, *The Oracle*, as well as in the Faculty Development Handbook for Teaching Online.

## **Faculty Training**

All faculty at Troy University, full-time and part-time, must complete the required training for preparation to teach online with eTROY. Faculty teaching online are trained on best practices in academic integrity to meet federal regulations based on the WCET Best Practice Strategies to Promote Academic Integrity in Online Education.

**APPROVED BY: ACADEMIC STEERING COMMITTEE MARCH 27, 2012**

**(REVISED 10/22/13)**

**OPR: DR. GLYNN CAVIN**