

Illinois Valley Community College Institutional Policy on Distance Education

IVCC online courses must comply with the coursework or equivalencies for the credit hour as stated in board policy; Credit Hour, 2.11; *It is the policy of the Board of Trustees that a credit hour represents the student work required to demonstrate achievement of defined learning outcomes to be accomplished in fifty minutes of direct instruction and two hours of out-of-class work each week for the equivalent of a fifteen week semester. Courses and academic activities where direct instruction is not the primary mode of learning, such as online and hybrid courses comprise an equivalent amount of course related work (three hours per week for fifteen weeks) in any combination of direct instruction and out-of-class activities except as follows: lab instruction, studio work, and clinical work (minimum of two hours per week for sixteen weeks) and internships/practica (up to 5 hours per week for sixteen weeks).*

Example:

Three Credit Hour Course: 170 minutes per week for 15 weeks = 2550 minutes x 3 credit hours = 7650 minutes /16 weeks = 478 minutes /60 = ~8 hours per week for the course.

*This course should have a minimum time commitment of about 8 hours per week.

Orientation to Online Learning

All students completing their first online class at IVCC are required to participate in an orientation to online learning. The students get hands-on experience with different types of learning activities, such as online quizzes, discussions, and assignment submissions. The content of the orientation focuses on critical information for online students, and it provides success strategies specific to online courses. The orientation is offered online or in the classroom. Students who do not successfully complete the orientation are administratively withdrawn from online classes.

Student Identify Verification

Illinois Valley Community College is committed to protecting the privacy of all students, including those in online and hybrid courses. The College uses the following procedures to ensure confidentiality of student information and privacy for distance learning students.

To protect the privacy of all students, including distance learning students, Illinois Valley Community College complies with the Family Educational Rights and Privacy Act (FERPA) of 1974.

IVCC uses the Brightspace (D2L) Learning Management System (LMS) to provide on-line and hybrid courses. The office of Information Technology limits system administrative access to employees who directly manage this system and provides a password-protected entry portal to ensure that the student enrolled in the course is the student who enters the online classroom. New students are required to establish their own password upon initial login and can change their password confidentially at any time. Students are responsible for protecting their secure login information throughout their enrollment at the college. Students should never be asked or required to disclose passwords to their accounts to any college employee or to other students.

Faculty and staff are trained in the importance of protecting student privacy and maintaining confidentiality of student information at new faculty orientation. The

password-protected LMS ensures privacy of individual students' records, such as grades and attendance. Students can view only their own information and information posted to areas made accessible to the whole class by the instructor, such as discussion boards. Some online exams may be proctored using an online proctoring solution. Information on online proctoring is included in syllabi for these courses. Confidentiality of proctoring information is maintained by the proctoring service provider and the respective instructor and LMS administrator.

Illinois Valley Community College is accredited by the Higher Learning Commission, and complies with HLC Policy: Practices for Verification of Student Identity, Number FDCR.A.10.050, by providing each registered student with a secure login and passcode. Individual instructors may choose to administer proctored examinations. IVCC also provides instructors with access to a lockdown browser (Respondus) by which the instructor may, by settings, lock a student into the learning management system browser while taking a test, or require the student to be monitored by webcam and recorded during a testing session.

Distance Education Fees

IVCC does not charge fees specific to online classes. As of Fall, 2023, tuition and standard fees per credit hour are \$135.00, inclusive of \$125.60 per credit hour tuition and \$9.40 per credit hour standard fee. Out of district residents pay \$355.78 per credit hour and out of state residents pay \$384.88 per credit hour.