Administrative Policy

Southwest Wisconsin TECHNICAL COLLEGE

Item	*Details*
Policy Title:	Distance Education
Policy Category:	Academic; Employment, Benefits & Workplace; Ethics, Legal & Compliance; Information Technology; Student
Related Procedure(s)/ Guideline(s):	
Policy Owner:	Chief Academic Officer
Date Approved:	11/9/2021
Review Dates:	
Revision Dates:	10/20/2026
Policy Scope:	Employees; Students
Policy Statement:	Southwest Wisconsin Technical College recognizes the value that distance education can provide to its students. ***Distance Education*** Distance education is education that uses one or more types of technology to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor synchronously or asynchronously. The following types of technology may be used for distance instruction: • Internet; • Satellite or wireless communication; and • Audio and video conferencing Distance education will only be provided through online learning platforms approved by Southwest Wisconsin Technical College. The use of approved learning platforms helps ensure learning is secure, accessible to all students, provides sufficient methods to deliver quality instruction, and accurately assesses student

learning. Any faculty member teaching a distance education course must be qualified and approved to teach distance education courses, including participation in any required training for online instruction and learning platform being used for the offered courses.

Codes of Conduct

Students are required to comply with all Southwest Wisconsin Technical College policies and applicable laws while participating in distance education. Employees are required to comply with the Employee Handbook, all College policies, and applicable laws while facilitating distance education.

This includes, but is not limited to, policies related to academic integrity, harassment and discrimination, acceptable use of technology, and campus safety and security.

Any student or employee who observes or experiences a policy violation or other misconduct is encouraged to report the concern. Reports should be submitted through the **Report a Concern/Incident** form available on the College website.

Attendance and Participation

Attendance and active participation are expected for distance education courses. Attendance expectations will vary by the course and will be outlined in the course syllabus. Courses may require login and participation in synchronous (scheduled) learning sessions, with other courses requiring participation in asynchronous activities by designated deadlines for submission. Specific requirements will be outlined course by course.

Academic Integrity in Distance Education

The College is committed to ensuring the integrity of academic work completed through distance education and online learning environments. Academic integrity expectations apply equally to distance education courses.

Southwest Tech requires students enrolled in distance education courses to access institutional systems using college-

	issued credentials. Additional identity verification measures, such as multi-factor authentication, proctored assessments, or other approved methods, may be required based on course, program, accreditation, licensure, or regulatory requirements. Online coursework, assessments, communications, and submissions must be completed through College-approved instructional technologies and learning management systems. Faculty teaching distance education courses are expected to utilize approved instructional technologies and complete any training required by the College to support effective instruction, assessment, and academic integrity. To support academic integrity in distance education, the College may employ one or more of the following practices: • **Verification of Student Identity**, which may include secure login credentials, multi-factor authentication, proctored assessments, or other identity-verification measures approved by the College. • **Assessment Design** that promotes authentic learning and reduces opportunities for misconduct, such as applied projects, personalized assignments, iterative submissions, and reflective components. • **Monitoring and Detection Tools**, including plagiarism-detection software or other instructional technologies, used in accordance with College policies and privacy requirements. • **Clear Communication of Expectations**, including syllabus statements outlining permitted and prohibited resources, collaboration rules, and expectations for the use of technology or artificial intelligence tools. • **Regular and Substantive Interaction** between instructors and students, including instruction, feedback, assessment, and academic support, to promote learning integrity and student engagement. The College protects student privacy during identity verification processes in accordance with the Family Educational Rights and Privacy Act (FERPA), applicable federal and state laws, and College policies governing the collection, use, storage, and protection of student information. The College periodically evaluates identity verification practices and technologies to ensure they effectively verify student

	identity, protect academic integrity, support student privacy, and comply with applicable regulatory requirements. Students participating in distance education are responsible for completing and submitting their own work and for complying with all academic integrity and course requirements. Academic integrity expectations and all applicable College policies apply equally to courses delivered through distance education and online learning environments. If a distance education course requires identity verification methods that result in additional student costs, such costs will be disclosed to students at the time of registration, enrollment, or course scheduling, as applicable. ## *Privacy and Monitoring* Southwest Wisconsin Technical College reserves the right to monitor, access, and maintain records of activity conducted through College-owned or College-managed instructional technologies and learning platforms as permitted by law and College policy. This may include video sessions, live streams, written submissions, messages, discussion posts, assessments, and other communications or activities conducted through College-approved learning platforms. Student records and personal information will be protected in accordance with applicable laws and College policies.