Schreiner University Distance Education Policy

Schreiner University has demonstrated compliance with the Principles of Accreditation as prescribed by the Southern Association of Colleges and Schools Commission on Colleges.

Schreiner University derives guidelines in the application of the Principles of Accreditation to Distance Learning from the SACS-COC Distance and Correspondence Policy. Schreiner University provides written documentation pertaining to Distance Learning procedures.

POLICY

Schreiner University recognizes distance education as a delivery system for instruction that provides educational opportunities for a global community that meets the needs of undergraduate, graduate, and non-traditional students. In addition, the University acknowledges that evolving technology has provided and will continue to provide opportunities for learning outside of the traditional classroom.

Distance education is a formal education process where most of the instruction occurs when the instructor and student are not in the same place. Instruction may be synchronous or asynchronous and may include online, hybrid, audio, video, and teleconferencing formats.

Just as with face-to-face students, Schreiner University's online education follows SACS-COC standards related to support for student learning, assessment of courses and programs, access to physical facilities, relation of program curricula to mission, length of programs, process for student complaints, access to and publication of all university policies and recruitment materials, and calculation of credit hours. Policies, processes, and procedures apply to all students, whether online or face-to-face.

PROCEDURES

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requires that: *The institution that offers distance or correspondence education demonstrates that the student who registers in a distance or correspondence 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 by using, at the option of the institution, methods such as (a) a secure login and pass code, (b) proctored examinations, or (c) new or other technologies and practices that are effective in verifying student identification.*

Schreiner University issues each student a unique identifier number at the time of application. This ID# follows each student throughout his or her years of study. It does not change, so it serves as one method of validation. At the same time, SU issues a unique password that allows protected access to the university's Campus Information System, Schreiner One, including the Learning Management System (LMS) .

Next, at the point of enrollment in courses via university-wide Enterprise Resource Planning (ERP) integrated databases, the student receives a unique email address and SU academic network password. Students are required to adhere to university policies in the *Student Handbook* http://students.schreiner.edu/handbook/ pages 26-29, CS 2, CS 23, CS regarding securing their logins and pass codes and identity. Students who login to the Campus Information System, Schreiner One, thus provide assurances to faculty of their identity.

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Online courses include requirements for interaction via discussion boards, establishing consistent instructor/student connection via a unique writing pattern that also serves as authentication for faculty and enables identification of what might be prohibited outside assistance to the student.

The Southern Association of Colleges and Schools Commission on Colleges (SACS-COC) requires that: *The institution that offers distance or correspondence education has a written procedure for protecting the privacy of students enrolled in distance and correspondence education courses or programs.*

At Schreiner University, the procedures for protecting the privacy of students are the same whether face-to-face or online. As such, the *Academic Catalog* p. 65-66 provides a written documentation of Schreiner University's adherence to the rules set for in the Family Educational Rights and Privacy Act of 1974 (FERPA).
http://www.schreiner.edu/academics/academic_catalog/su-2014-15-academic-catalog.pdf

The Enterprise Technology Services (ETS) office maintains the written documentation of the processes and procedures that assure the security of online student credentials. The documentation is dynamic, updated to match the constant improvements in technologies.

When SU assigns a faculty member to an online learning course, the ERP assigns the online credentials to the corresponding course in Schreiner One. Access to the course is tied to the unique online credentials of students.

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requires that: *The institution has a written procedure distributed at the time of registration or enrollment that notifies students of any projected additional student charges associated with verification of student identity.*

Schreiner University does not charge additional fees for verifying student identity.