HERZING COLLEGE

POLICY:		POLICY NUMBER:
Online Learning Policy		**AC-016-A1**
		PREVIOUS/REPLACES:
		Updated March 16, 2022
APPROVED BY:	EFFECTIVE DATE AS OF:	PRIOR VERSIONS:
Academic Council	**April 1, 2022**	**November 1, 2021**

1. Policy Statement

Delivery of online training at Herzing College is governed by this policy that covers the use of the Learning Management System (LMS) and guidelines for delivery of online training. All online programs will support students by following accessibility guidelines for access and the use of copyrighted materials.

2. Scope

This policy applies to all Herzing College staff, faculty members, and students unless otherwise noted.

3. Procedure

1. Herzing College provides the following resources to students taking online courses/programs:

   a. Student, staff, and faculty orientation, training, and support for online existing and new online technologies.

   b. Development of online curriculum materials that provide faculty and students with a rich learning experience that is interactive and engaging.

   c. Regular opportunities for faculty and students to play a role in updating and improving online content.

2. Technical infrastructure exists to support the students and faculty in the learning experience, including:

   a. A reliable and scalable LMS that meets current and projected needs including number of users, throughput, and server responsiveness.

   b. Risk assessment and planning including reliable backup system to protect faculty and student data.

   c. Access to the LMS 24 hours per day, 7 days per week.

   d. Access to technical support for online technologies 24 hours per day, 7 days per week.

   e. Access to appropriate software required to complete courses.

3. Necessary security safeguards to ensure protection of student identity, control access to the LMS, and the integrity of student work.

    a. Security of faculty and student files and data including storage, retrieval, and destruction as required.

    b. Verification of student identity during exams through the use of monitoring software.

    c. Prevention of access to external materials during testing through the use of locking software.

    d. Use of plagiarism/verification software to detect instances of academic dishonesty.

4. Students will be informed prior to enrollment of any specific technical needs including computer system requirements, software to be purchased, and minimum Internet connection speed.

4. Administration

The Director of Integrated Learning, Campus President, and/or Academic Dean will oversee the administration and enforcement of this policy.

5. Review

This policy will be reviewed as required by the Executive Committee in 2024.

6. References

- Herzing College Student Manual

- AC-001-A2 Academic Integrity Policy

- AC-002-A2 Academic Standards Policy

- AC-011-A1 Student Computer and Telecommunications Usage Policy

- AC-012-A1 Copyright, Intellectual Property, and Fair Dealing Policy

- AM-008-A1 Student Accessibility Policy

- AM-012-A1 Student Privacy and Access to Information Policy