



MARION MILITARY INSTITUTE DISTANCE EDUCATION POLICY



Marion Military Institute (MMI) recognizes distance education as a delivery system for instruction. Distance education is a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place. Distance learning focuses on utilizing technology and teaching methods to provide instruction to students outside the regular classroom and thereby increases flexibility and scheduling options.

All current policies that apply to on-campus or “traditional classroom” education apply to distance education courses. This includes admission, prerequisites, grade requirements, etc.

The following policy statements apply to distance education courses at MMI:

1. Distance education courses must be of the same quality and rigor as those presented on campus as demonstrated through the following procedures:

- Instructors will submit course syllabi to the Department Chair for review and approval by the Chief Academic Officer and Chief Instructional Officer prior to course implementation.
- Instructors will submit and report scheduled student learning outcomes to Department Chairs for review.
- The Assessment Committee will review annual institutional effectiveness reports. These reports will include course evaluations and the comparability of distance education and traditional courses.

2. Instructors must demonstrate how student work is monitored to assure integrity through the following procedures:

- Each instructor or an approved proctor will (1) administer at least one significant on-campus examination or assignment per course OR (2) require at least one significant examination or assignment per course be completed by the student through the LMS online monitoring system, Respondus Monitor. The choice of completing the examination or assignment on campus or through Respondus Monitor shall be at the discretion of each student.
- Each instructor will require students to present a formal ID prior to all video monitored exams or proctored exams.
- Each student will be required to use a unique user name and password to access the course management system, Blackboard, and other online instructional interfaces.

3. Distance education instructors must support continued communication with and amongst students by:

- incorporating a discussion board or other shared communication tool into the course whereby students and the instructor have the opportunity to regularly communicate;
- sending weekly emails to students in order to encourage course progress, make announcements regarding the coursework, etc.

4. Appropriate library/learning resources are made easily accessible for distance education students through access points within the course management system (Blackboard) and through the Baer Memorial Library web page.

5. Students who do not have access to a computer, may lease a laptop through the MMI Laptop Loaner Program, or use campus computer labs to complete distance education coursework.

6. All student services must be easily accessible and relative to distance education students. Access to such services is provided within the course management system and through the Academic and Cadet Life web pages.

7. Faculty approved to teach distance education must complete an orientation to distance education instruction session through the Alabama Community College System Quality Matters program prior to teaching a distance education course.

8. Distance Education faculty members must deliver accurate and current information. Faculty shall not include in the content or delivery of a course any information which he or she knows to constitute libel, invasion of privacy, infringement of copyright or other literary rights, or otherwise violate the legal rights of others.

Using any computer or information technology resource of Marion Military Institute signifies that the user agrees to comply with the following MMI policies:

- Acceptable Use Policy
- Copyright and Peer-to-Peer Policy
- Email Policy
- Information Security Policy
- Remote Access Policy
- Privacy Statement for Distance Education Courses