DISTANCE EDUCATION POLICY AND DISCLOSURE

1. Distance Education will not be utilized as a method of delivery of clinical instruction in which the student is to perform practical applications on a live model and/or client.

2. The interaction with the instructor will be validated by regular measurable participation (clock hour, credit hour, or competency based) in the academic programs. Participation will be documented within a log of all student activity comprised of (at a minimum) a record of regular and substantive interaction between student(s) and instructor(s).

3. A Distance Education Assessment of student performance will be conducted on-campus by a qualified instructor at least once monthly with respect to any distance education completed within the preceding month.

4. Upon completion of all curriculum requirements, the student must pass a comprehensive Academic and Practical final exam (which shall be administered on-campus) to include any applicable competencies required by the State licensure agency prior to graduation from the program.

5. All transcripts or other documents, (official or unofficial), listing academic attainment received will identify the distance education component.

6. Prior to enrollment, students are provided with a disclaimer that academic achievement earned via distance education may not be accepted for reciprocity or eligible for licensure in other states. A signed and dated copy of this disclosure will be found in the student file.

Verification of Student Identity in Distance Education

Secure Login

Simpson Academy of Cosmetology utilizes a private page for its students to attend distance education lessons via live video feed.

Responsibilities

All users of the SAC private page are responsible for maintaining the security of usernames, passwords, and other access credentials as required. An account is given to an individual for the exclusive use by that individual. Attempting to discover another user's password or attempts to gain unauthorized access to another person's files or mail is prohibited.

Faculty

Faculty teaching courses through distance education methods hold primary responsibility for ensuring that students comply with identify verification policy. As technology and personal accountability are not absolute in determining a student's identity, faculty members are encouraged to design courses that use assignments and evaluations that support academic integrity. Changes in student behavior such as sudden shifts in academic performance or changes in writing style or language used in discussion groups or email may indicate academic integrity problems. Instructors routinely should use a variety of assessment instruments. As best practices suggest, faculty should routinely ask students to share in appropriate ways important ideas

learned from texts and references, require research projects and paper assignments to be submitted in steps, and/or use Turnitin.com.