

BLUE MOUNTAIN COLLEGE

PROCEDURES

POLICY 2.29 Distance Education

1. Protection of Student Privacy

Blue Mountain College protects the privacy of students enrolled in distance education courses and programs in the following ways:

- The learning management system (Blackboard) stores limited personal information and access is limited to the individual student by a unique user name and password.
- The student information system (CAMS) which contains information such as grades, ledger, transcript, demographic information, class schedules, and other similar information can only be accessed through a student portal via a secure login and unique password. The portal is managed by Information Technology Services. Students may choose to change their passwords at any time.
- Access to student information is protected from unauthorized external access by a firewall between the Internet Service Provider (ISP) and the College network.

2. Additional Projected Student Charges for Identity Verification

All students who enroll in distance learning courses are required to have a web cam and to pay for video proctoring of exams. A faculty member must require a video proctored final exam. If the student's computer is not already equipped with a web cam, one can be purchased for less than \$10. Students will be charge a \$12 course fee (which will be added to the student's account) for video proctoring of the final examination.

3. Complaints Regarding Distance Education

For all complaints regarding distance education refer to Policy 4.15: Student Complaints and to the Procedures to that Policy, available on BMC Online at www.bmc.edu/bmconline_services.asp. After a student has exhausted all available complaint procedures established by Blue Mountain College, the College accepts Mississippi Commission on College Accreditation (MCCA) oversight in resolving complaints from students taking distance education courses/programs under the auspices of the State Authorization Reciprocity Agreement (SARA).

CURRENT AS OF: August 24, 2016; February 26, 2016; February 8, 2013