



Bethune-Cookman University Distance Education Student Participation Agreement

Commitment to ethical and collegial conduct is expected of every student in a B-CU online or blended distance learning course. This *Distance Learning Student Participation Agreement* outlines expectations for all distance learning students, and all students are required to observe and abide by the rules listed within. Depending on the severity of the offense, any violation of Agreement rules may result in being dropped from online and blended courses, removal of the user's LMS account and access privileges, and further disciplinary action as deemed appropriate by the University administration.

Student Expectations for Distance Education Courses

1. Students are responsible for their own learning. If you are unable to login, access lessons and/or complete assignments, nor receiving emails, contact the instructor, or contact the CIT Help Desk at 386-481-2070 immediately.
2. Students will use their University email account for all communication with distance education courses, instructors and peers. Students are highly advised to keep copies of all email correspondence for their records.
3. Bethune-Cookman University awards semester credit hours. One semester credit requires 15 instructional contact hours or 750 minutes. Classes run for approximately 15 weeks. Semester hour credits are also awarded for courses that are shorter than 15-weeks; however, in these instances class periods are longer in order to reach total time required in lecture, recitation or laboratory.
4. Students will receive credit only for those courses for which they are officially registered in the system, for which they pay the necessary tuition at the time of registration, and for which they earn required minimum passing grades.
5. Students will actively participate and complete all assigned work according to the course syllabus and schedule.
6. Students are highly advised to keep copies of all work submitted through their distance education course(s). This includes copies of discussion postings and assessments.
7. Students are required to complete the Student Rating of Instruction for all distance education courses.
8. Students who wish to withdraw from a course must do so in accordance with University policy.

Acceptable Use Policy

1. Students may not engage in practices that threaten the integrity of the Learning Management System (LMS) or the B-CU network (e.g. knowingly downloading or uploading files that contain a virus).
2. Students may not use B-CU's LMS or available resources for any illegal activities including the violation of copyright law and/or software piracy.

3. Students may not access anyone else's LMS account, nor may they share their LMS account passwords with others.
4. Students will observe and adhere to all other associated IT policies as required by the B-CU Center for Information Technology.

Code of Conduct

1. Students will act in a responsible, ethical and legal manner, in accordance with school policies and in compliance with state and national laws.
2. Students will conduct themselves in a manner that facilitates learning in the online environment.
3. Students may not write, use, send, download or display deliberately hostile, insulting, obscene, threatening, harassing, discriminatory or otherwise offensive messages, postings or pictures.
4. Students may not discuss private issues about the course via the threaded discussions. If you have issues and/or concerns about the course content, amount of work, grades given, etc. contact your instructor directly.

Copyright

1. Students may not reproduce course content without explicit written permission. Unauthorized use of course content is prohibited.
2. Students may not copy other participant's work and submit as their own.

Academic Misconduct

1. Students may not engage in any acts of academic dishonesty including, but not limited to, cheating and plagiarism.
2. Students are to be aware that all submitted work may be analyzed for plagiarism through the application of a plagiarism prevention service used by distance learning instructors at B- CU.
3. Students must have all online midterm and final exams proctored.

Disclosure

1. Distance education students should be advised that in an effort to maintain system integrity and to ensure responsible use, files and communications through the LMS are monitored and recorded.
2. Under no circumstances should online participants expect that messages or discussion postings that are created, modified, transmitted, received or stored on B-CU servers are private.

Disciplinary Action

1. Distance education students who violate any of the above conditions will be subject to being dropped from the course in which the violation is committed.
2. The violator may have their LMS user account and access suspended or permanently removed, as well as any other disciplinary action as determined appropriate by the B-CU administration.

Signed _____ Date: _____

You may print and sign form or use **Tools>Fill & Sign** to add signature in [Adobe Acrobat Reader \(link to instructions\)](#).