



**Bethune-Cookman University**  
*Online College Compliance Policy*

## **DISTANCE EDUCATION STUDENT ACCESS**

All students receiving instruction through distance education will be provided equivalent access to student support services offered to face to face students.

## **FACULTY CERTIFICATION**

All faculty assigned to teach online and blended courses will be required to enroll and complete the faculty online certification program.

## **ONLINE AND BLENDED COURSES**

The academic content and requirements for online and blended courses are equivalent to the same academic content and requirements taught in face-to-face courses. One semester credit requires 15 instructional contact hours, or 750 minutes.

## **COURSE DESIGN**

Courses delivered via distance education shall meet the requirements set forth by the academic department and must go through the usual curriculum approval processes as defined by the appropriate academic units.

## **PROCTORING**

All midterm and final exams will be proctored for all online courses and blended courses when the instructors administer the midterm and final exam online. The proctor ensures the security and integrity of the exam process. Authentic assessments do not require proctoring.

## **LIBRARY SERVICES**

The Carl S. Swisher Library will provide equivalent support for distance education courses and programs.

## **VIRTUAL OFFICE HOURS**

All faculty teaching online courses will be required to provide accommodating virtual office hours.

## **FACULTY RESPONSE TIME**

Faculty will respond to students' questions within 24 hours. Faculty will have a grade turnaround time no later than 7 days and if there is a delay faculty must post on Blackboard explaining the delay and when students can view their grade.

## **ASSESSMENT**

The effectiveness of distance education programs (including assessments of student-based learning outcomes, student retention, and student satisfaction), will be assessed with the same intent and rigor as the face-to-face programs.