

DISTANCE LEARNING POLICIES AND PROCEDURES

Fees

Piedmont Technical College (PTC) does not charge any additional fees for distance education (teleclass/PEN, hybrid, and online) courses. However, if a student needs to take a proctored assessment/test at a location other than one of the seven Piedmont Technical College campuses, the institution at which proctoring is provided may charge a fee. The student is responsible for these fees which may vary from site to site. During the proctor approval process, college staff will work with the student to secure an assessment/testing site and provide information regarding the associated fees for that site.

Privacy

Piedmont Technical College protects the privacy of all students, including distance education students, through the strict adherence to the rules of the Family Educational Rights and Privacy Act of 1974 (FERPA). The official FERPA statement is available for student and public view through the college's website (www.ptc.edu/ferpa (<http://www.ptc.edu/ferpa/>)).

Verification of Identity

Piedmont Technical College issues each student an eight-digit Student Identification Number at the time of initial registration. These student identification numbers become part of the unique identifier for all students throughout their enrollment at the college. The identification number and a password are required to access the learning management system (LMS). The LMS is a secure virtual learning environment where faculty members supplement or facilitate traditional, online and hybrid courses. PTC's present LMS's (Desire2Learn) privacy statement can be found at: <https://www.d2l.com/legal/privacy/>. (<https://www.d2l.com/legal/privacy/>)

The password-protected LMS ensures privacy of individual students' records such as grades and attendance. Students accept responsibility for the security of their personal passwords.

Piedmont Technical College is an approved member of the State Authorization Reciprocity Agreement (SARA). As a SARA member, PTC adheres to an established set of standards for offering distance learning among SARA member states, districts and territories.