

## **Policy for Ensuring Integrity in Distance Education**

### **Policy for Ensuring Integrity in Distance Education and Correspondence Studies:**

In order to ensure that every student who registers for distance education through online or independent studies is the same student who participates in and completes the course or program, the following process will be followed:

1. Students enrolled in distance education classes at Kansas Christian must login through a secure login and pass code to our student information system, our email system, and our learning management software.
2. Students must provide a copy of a government issued ID for their student file.
3. Prior to completing their first course, students must upload a photo to the Learning Management System which helps to verify their identity.
4. The following academic honesty policy will be included in the syllabus at the outset of each course offered through the Division of Adult and Online Education or any course being offered through distance education.

### **Academic Honesty**

Academic Honesty is an important asset for both an institution of higher learning and an individual learner. A student must always submit work that represents his or her original words or ideas. If any words or ideas are used that do not represent the student's original words or ideas, the student must cite all relevant sources. The student should also make clear the extent to which such sources were used. Words or ideas that require citations include, but are not limited to, all hardcopy or electronic publications, whether copyrighted or not, and all verbal or visual communication when the content of such communication clearly originates from an identifiable source. Academic dishonesty could involve:

- Having a tutor or friend complete a portion of your assignments.
- Having a reviewer make extensive revisions to an assignment.
- Copying work submitted by another student to a public class forum.
- Using information from online information services without proper citation.

Academic dishonesty has grave repercussions for the learner. Within the institution, the learner will receive a reduced grade (as low as a Zero) on the assignment depending on the severity, accompanied by a report to the administration. A second instance of academic dishonesty will result in a failure of the assignment and potentially the course (if within the same course) and a report to the administration. A third instance of academic dishonesty will result in failure of the course, reporting of the incident to the administration, and removal of the learner from the program.