

DISTANCE LEARNING

Lake-Sumter State College (LSSC) offers many courses and some complete programs online through the Canvas online Learning Management System (LMS). LSSC policies and procedures regarding credit hours, academic integrity, attendance, and all other policies and procedures apply to all courses regardless of delivery mode (seated, hybrid, online).

The following programs are available completely online.

- Bachelor of Applied Science in Leadership
- Bachelor of Science in Nursing
- Associate in Arts¹

¹ *The Associate in Arts can be completed 100% online dependent upon the transfer plan selected. Some courses in specific transfer pathways are not available online. Students seeking a 100% online AA degree should contact an advisor.*

The following programs are offered more than 50% online:

- Associate in Science in Applied Artificial Intelligence
- Associate in Science in Business Administration
- Associate in Science in Computer Information Technology
- Associate in Science in Construction Management
- Associate in Science in Criminal Justice
- Associate in Science in Cybersecurity
- Associate in Science in Health Services Management
- Associate in Science in Management Technology

Upon admission, the college issues each student an XID, email address, and password. The student must protect these credentials. Sharing this information with a third party will result in a breach of the LSSC academic integrity policy.

Some instructors require the student to test in a proctored environment using LSSC's contracted online proctoring service. In the rare case that a student is unable to use the online service, the student must work with the instructor to identify a suitable proctor.

A student who requests to test in person at a non-LSSC location should first contact the class instructor to discuss options. The student will contact the proctoring service, obtain contact information for the testing center director/coordinator, and communicate that information to the LSSC instructor by the end of the first week of classes. The LSSC instructor will contact the testing center directly to determine whether the site is suitable, including whether a lockdown browser is required (if applicable). If approved, the LSSC instructor will inform the student of acceptance. If not suitable, the LSSC instructor will ask the student to select another option. Once a testing site has been accepted by the instructor, the student should contact the LSSC instructor the week before a scheduled test to request testing arrangements. This process can vary based on the testing site. Students may incur a fee assessed by the proctoring service for in-person testing at a non-LSSC location; it is the students' responsibility to schedule their testing appointment at that site. Students who need to exercise this option must arrange proctored testing at the beginning of the semester. Failure to complete a test due to the student not starting this process early enough may result in a zero test grade per the instructor's class syllabus.

Distance Learning Privacy Policy

Lake-Sumter State College is committed to protecting the privacy of all students, including those enrolled in the college's distance learning courses. We are committed to protecting the privacy of a student's educational record regardless of the course delivery method. In compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974, LSSC does not permit the release of any confidential student information to any third party without the student's written consent.

The College secures the personally identifiable information students provide on computer servers in a controlled environment protected from unauthorized access, use, or disclosure. These measures include Secure Socket Layer (SSL) software during the transmission of information, which encrypts this data.

The identity verification process for online courses protects students' privacy by using a secure portal with a unique college-assigned student email address and a student-selected password. Students are encouraged to update their passwords every 90 days to ensure password integrity and confidentiality.

Students and faculty utilizing the College's Learning Management System (LMS) are required to log in with their assigned email address and password. A batch process run by the Admissions Office automatically enrolls students and adds assigned faculty to a class. Specific class and student information are not available to any outside users. Student user profiles and class activity are not visible to anyone without LMS access. Access to the LMS is provided to faculty assigned to the class, students actively enrolled in the class, and LSSC staff as warranted.

Distance education classes may provide third-party tools and software for use in individual courses. FERPA protections for information shared on third-party tools cannot be assured, and LSSC has no responsibility or liability for the content and activities of these linked sites. Students enrolled in classes that use third-party tools are encouraged to review these third-party privacy policies at the beginning of the class.