



MISSISSIPPI DELTA
COMMUNITY COLLEGE

2023-2024 eLearning Policy and Procedures Manual

Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Steven Jones, Vice President of Administrative and Student Services, Stauffer-Wood Administration Building, Suite 119, Office 123, P. O. Box 668, Moorhead, MS 38761, 662-246-6304; EEOC@msdelta.edu.

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ELEARNING OVERVIEW

Mississippi Delta is an active participant in the Mississippi Virtual Community College (MSVCC). The MSVCC is a cooperative of Mississippi's 15 community college districts and the Mississippi Community College Board (MCCB) that offers internet-based courses. These 15 institutions share resources so that students at any one of these institutions may take internet-based courses from any member of the consortium. Students admitted to Mississippi Delta Community College may register in any of the courses that Mississippi Delta hosts (internet-based courses taught by other consortium members). Restrictions for hosted courses consist of the course being listed in the course descriptions section of the Mississippi Delta catalog and it, as well as the instructor, must be approved by that division.

The operations for the MSVCC are monitored by the MCCB and participants in the Mississippi Virtual

Community College Consortium are bound by the *Uniform Course Numbering System*, the *Procedures Manual of the Mississippi Community College Boards Policies*, and the *Mississippi Virtual Community College Consortium Policies and Procedures Manual*, to ensure quality and consistency of courses offered. Online courses carry the same amount and level of credit awarded as traditional courses taught on the main campus or at off-campus sites.

The Memorandum of Agreement is evaluated annually by those community colleges participating in the MSVCC. As part of this agreement, each of the participating community colleges adheres to the established policies of the MSVCC but also retains control of the institution's curriculum. (Appendix A) eLearning is defined as a formal educational process in which the majority of the instruction occurs when student and instructor are separated by time and/or location.

PURPOSE AND GOALS OF ELEARNING

The purpose of the eLearning Program at Mississippi Delta Community College is to provide quality instruction through electronic technologies to enable students to attain their educational goals and to acquire and support appropriate emerging technologies for curricular, instructional and administrative enhancement consistent with our strategic initiative. The program will extend the offerings of Mississippi Delta Community College to the community and beyond through eLearning.

- **Instructional Services Goal:** The eLearning Program will provide online learning environments that foster change in the individual; are not bound by the constraints of time and place; are collaborative in the MSVCC Consortium; are creative with electronic delivery; are driven by learner need; have measurable, predictable outcomes; provide quality online courses comparable to traditional delivery; and engage learners in an active mode.
- **Student Support/Service Goals:** eLearning at MDCC will continually strive to develop, modify, and improve procedures for providing satisfactory support services to distance learners in areas such as testing, admissions, registration, counseling, library services, financial aid, and advising using such means as email, telephone, web pages, and mail.
- **Fiscal, Growth, and Finance Goals:** The MDCC eLearning Program will provide quality administration, sufficient facilities and equipment, and appropriate financial management to support the mission of the college; evaluate periodically and comprehensively every facet of the eLearning program and to use these results to restructure and improve the program to ensure distance learners will be retained at the same or higher rate than traditional student enrollment and success rate.
- **Professional Faculty/Human Resources Goals:** The Division of eLearning will provide professional development that demands the highest professional teaching standards for teaching via the Internet; encourages continuing growth development, technology training among faculty; and recognizes the importance of faculty participation in the institution's eLearning program.

MISSISSIPPI DELTA COMMUNITY COLLEGE MISSION STATEMENT

Mississippi Delta Community College provides quality education through academic, career, technical, health sciences, and workforce training programs. MDCC is dedicated to improving the community through intellectual, social, cultural, and recreational opportunities.

MDCC is committed to fulfilling this mission by providing:

1. Academic programs of study which lead to the Associate of Arts Degree and/or meet requirements for students who plan to transfer to a senior college or university
2. Career and technical programs of study which lead to the Associate of Applied Science Degree and/or a certificate, which will qualify students for entry-level employment
3. Health Science programs of study which lead to the Associate of Applied Science Degree and/or a certificate, which will qualify students for entry-level employment
4. Activities and/or facilities which foster productive citizenship, enhance personal growth, enrich quality of life, and promote economic development and partnerships in the communities served by the College
5. Workforce training for business and industry to enhance knowledge and skills
6. Continuing and adult basic education for personal growth
7. College infrastructure in support of student services, instructional programs, administrative processes, and community services

Policies and Procedures

EDUCATIONAL PROGRAMS

Quality of Courses

eLearning courses are comparable to traditional campus-based courses in terms of: (1) syllabi, (2) eBooks/digital materials/textbooks, (3) grading, (4) methods of evaluation, and (5) learning outcomes. MDCC course syllabi and course evaluations are reviewed on an annual basis by instructors and Department Chairs for currency and appropriateness and revised as needed. All syllabi on file in the Vice President of Instruction's office contain instruction techniques and policies as well as specific goals for each course.

MSVCC Core Content File

Content for each Mississippi Delta Community College eLearning course is supplied to the MSVCC Core Content File for the purpose of verifying content among MSVCC courses as well as against the MDCC traditional on-campus courses.

Course Review

A course review will be conducted for each first-time instructor and each new course. Criteria will include but not limited to student satisfaction, student learning outcomes, and student retention.

Course Development Process

An open invitation is extended to all faculties for the development of eLearning courses; however, college staffing and curriculum priorities will require evaluation on a course-by-course basis. In order to ensure a thorough and complete evaluation of both the educational content and appropriateness of the eLearning medium, the following process will be used:

1. Faculty wishing to develop or conduct courses must submit a syllabus outlining objectives, grading policy, online activities, and methods for communication between instructor/student and student/student to the Department Chair and the eLearning Coordinator.
2. Once approved for development, the instructor/developer will receive additional support and development assistance from the eLearning office to include medium specific requirements and design elements.

3. All aspects of course development must be completed prior to submission to the MSVCCC master schedule and must meet the same quality standards as traditional, campus-based courses.
4. At the conclusion of the course, the Department Chair of the corresponding course will evaluate the course to determine the merit of the course and recommend or disapprove the course/instructor for future online sections through his/her signature and date. The eLearning Coordinator also completes the same evaluation. (Appendix B)
5. Signed copies of the Department Chair/eLearning Coordinator's evaluation forms are housed in the Office of eLearning.

Ownership of Material/Copyright

Mississippi Delta Community College reserves the exclusive right of ownership of all electronic courses, documents, programs, curricular, etc. developed under the auspices of the college. No established MDCC internet course material may be transferred to any outside entity in part or as a whole. Each instructor will sign an agreement of ownership prior to teaching online course(s). (Appendix C)

Intellectual Property Rights

Mississippi Delta Community College's comprehensive Intellectual Property Rights Policy concerning ownership of materials, compensation, copyright issues, and the use of revenue derived from the creation and production of intellectual property applies to students, faculty, and staff.

This Intellectual Property Rights Policy is a Board approved policy published in the College's Policy and Procedures Manual, as well as the Student Handbook.

See Mississippi Delta Community College's Intellectual Property Rights Policy below.

Intellectual Property Rights Policy

Mississippi Delta Community College maintains rights to intellectual property created at the College's expense. Intellectual property refers to works that are typically eligible for copyright, created when something new has been conceived or when a non-obvious result, which can be applied for some useful purpose, has been discovered using existing knowledge.

The College reserves the rights of ownership of all intellectual property including, but not limited to, curricular materials, books, musical compositions, web pages, social media, electronic publications, and programs written or otherwise created by an employee or student while using college materials or equipment or when being compensated by Mississippi Delta Community College.

All classes of intellectual property, scientific and technological developments, materials or objects created or produced by an employee or student on personal time without the assistance of Mississippi Delta Community College personnel, equipment, materials, or facilities, shall be the exclusive property of the individual.

Any Mississippi Delta Community College employee or student who plans to create materials or objects developed wholly or partially using the College's time, equipment, materials, or facilities, and who intends to copyright, patent, or otherwise merchandise those materials or objects must receive written permission from the President of Mississippi Delta Community College.

It is the responsibility of the creator of any form of intellectual property to ensure that copyrights held by other entities are not infringed upon and that appropriate permission has been obtained for the use of copyrighted material by adhering to the copyright law of the United States (Title 17, United States Code). Creators of intellectual works that are not partially owned by Mississippi Delta Community College own the copyrights of their works and are free to register the copyright and receive any compensation or revenues resulting from such works.

Any disputes involving an employee and the College regarding intellectual property may be addressed through the Grievance Procedures outlined in the Policy and Procedures Manual.

Any disputes involving a student and the College regarding intellectual property may be addressed through the Grievance Procedures outlined in the Student Handbook.

As to date, Mississippi Delta Community College has had no instances of violations of the Intellectual Property Rights Policy.

Advertisement of MSVCC Courses

All courses of the MSVCC are presented/advertised each semester to students registering through Mississippi Delta Community College.

Accessibility (ADA)

ADA compliance for online courses will be applied via a prudent method of providing alternate content, which meets the needs of a specifically challenged learner.

Canvas

The MCCB has a contract with “Canvas” to provide both a platform for a class via a website and the server itself that houses that website. Students have access to all classes through the Canvas portal. Students have access to Canvas through MDCC’s single sign on portal **MyDelta**.

SUPPORT SERVICES

Admissions

eLearning students are held to the same admission standards as traditional students and must follow the same process for enrollment at Mississippi Delta Community College. Students may apply for admission, register for classes, and pay tuition fees without coming to campus. Information for applying for admission to MDCC can be found at this site: <https://www.msdelta.edu/admissions/index.php>

After meeting all the admissions requirements, the student will be mailed an acceptance letter. Within the acceptance letter, the student receives the number to the Counseling Center as well as all campus locations, and their student identification number.

Registration

Students who wish to register for eLearning courses should consult with an advisor who will help them complete the online registration through Banner or if taking a course from another community college completing the necessary form.

Registration is not complete until fee payment is finalized in the Business Office. Students may pay fees by cash, money order, debit/credit card, or approved financial aid (i.e., PELL, MTAG, and SEOG). Students paying with a debit/credit card can call the Business Office to pay by phone at (662) 246-6312 after registering for classes.

Advising

MDCC recognizes the importance of academic advising. While it is ultimately the responsibility of the student to select and follow a program of study which will lead to their academic objectives, the College provides a structure of academic advising to assist students.

The role of the faculty advisor is to 1) assist in planning the class schedule, 2) provide up-to-date information programs of study, 3) refer students to the proper resources for assistance, 4) encourage students in their efforts to be successful, and 5) approve academic programs for graduation.

Students are encouraged to contact their advisor anytime they need assistance. The advisor is available to meet periodically with the student during each semester via email, phone, or in person. Students must have

advisor approval prior to enrolling in online class. Students considering an eLearning course are encouraged to self- assess their technology preparedness by completing the

Financial Aid

Financial Aid information, scholarships, qualifications and applications are available to all students through the college website <https://www.msdelta.edu/paying-for-college/financial-aid/index.php>

Financial Aid support services may be accessed by visiting the Financial Aid Office or by phone at (662) 246-6253, email Financialaid@msdelta.edu, fax 662-246-6328 or mail at Financial Aid, P. O. Box 668, Moorhead, MS 38761.

Student Records

A transcript will be issued only upon a written or electronic request form signed by the student, no exceptions. Students may request transcripts by presenting a signed transcript request to the Admissions Office in person, fax to (662) 246-6288, or by mail. Forms may be obtained by visiting the Admissions Office, calling (662) 246-6306, or obtained from the college's website <https://www.msdelta.edu/admissions/registrar/request-a-transcript.php>

A transcript fee of \$10 will be assessed for each copy ordered in person and \$13 for transcripts ordered online. Cash, check or money order will be accepted. Upon receipt of payment, the Admissions office will mail or eScript the requested transcript if the receiving institution is a member of the eScript network.

Privacy of Parents and Students

Mississippi Delta Community College protects the privacy rights of parents and students as dictated by the 1974 General Education Provisions Act and all subsequent revisions.

The Office of Admissions and Records prepares and maintains a permanent scholastic record for each student. These records are treated with due regard to the personal nature of the information they contain. The records are the property of the College.

The Director of Admissions and Records will honor a student's written request that his/her official academic record not be released or information contained in his/her record not be disclosed. Unless there is a written request to the contrary, the following information will be made available to parents, spouses, prospective employers, government security agencies, previous schools attended, campus organizations which require minimum scholastic averages for memberships and organizations awarding financial assistance (grants, scholarships and loans): name, date, place of birth, address, dates of attendance and major field of study. Transcripts are released only at the written request of the student.

Protection of Privacy of Students with the Learning Management System (LMS)

The college's Information Technology Department has established procedures to safeguard personally identifiable information within its Student Information System. Regarding Canvas, the Mississippi Virtual Community College (MSVCC) utilizes HTTPS and secure FTP processes to protect students' information during the transfer and storage of course and grade information during registration. A unique, college-generated student ID serves as the main identifier within the college's SIS system and Canvas, and any password information is encrypted at rest with AES-256 encryption using Amazon KMS. Students can only access Canvas through secure sign-in using the college's single-sign-on portal. All information within Canvas is stored off-site and runs exclusively on AWS which ensures the physical and network security of Canvas servers and guarantees the hardware and software are always updated with the latest patches.

Student Disability Services (ADA)

In compliance with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, Mississippi Delta Community College provides reasonable accommodations for

students with special needs. To request accommodations, please contact the Student Disability Services Coordinator, located in the Boggs-Scroggins Enrollment Services Center.

Darla Poole

Counseling & Disability Support Services Coordinator
662-246-6361

adacompliance@msdelta.edu

Students Have the Responsibility to:

- Self-identify specific accommodations needed in a timely manner;
- Provide, in advance, a reasonable amount of time for a requested accommodation;
- Provide current documentation of a disability from an appropriately certified or licensed professional;
- Request in a timely manner specific accommodation that are appropriate to the documented disability;
- Maintain reasonable contact with the Disability Support Services Coordinator;
- Follow procedures outlined by the Office of Student Disability Services.

Student Complaint Procedures

MDCC is committed to creating and maintaining a community where students, faculty, administration, and staff can work together in an atmosphere of mutual respect, functioning in one accord, with institutional policies and procedures. A student may use the procedures outlined below for instructional, non-instructional, and discrimination complaints.

Instructional Complaint Procedures

The instructor has authority over all matters affecting conduct of classes, including the assignment of grades. If a student has a general complaint about instructional activities or a grade, the student may submit a grievance in accordance with the following procedures:

1. Student discusses complaint with faculty member involved
If the matter is not resolved with the faculty member
2. Student must meet with the eLearning Coordinator, Department Chairperson/program director, and faculty member to discuss complaint
If the matter is not resolved after meeting with the eLearning Coordinator, Department Chairperson/program director, and faculty member
3. Student may submit a written appeal to the Vice President of Instruction within three (3) working days of meeting with the eLearning Coordinator, Department Chairperson/program director, and faculty member. Within five (5) working days after receipt of the written appeal, the Vice President of Instruction will render a written decision to the student or call a meeting of the Instructional Appeals Committee to hear and rule on the appeal. The Instructional Appeals Committee will hear from all parties involved and render an oral decision to the Vice President of Instruction. This decision will then be placed in written format to the student within five (5) working days after the hearing.
If the student is unsatisfied with the decision of the Vice President of Instruction or the Instructional Grievance Committee
4. Student may submit a written appeal to the President within three (3) working days of the decision in step 3. The President will render a written decision to the student within five (5) working days. The decision of the President is final.

If the student is unsatisfied **and** is a non-resident of the State of Mississippi, the student should submit the complaint to the Mississippi Commission on College Accreditation (MCCA) using the MCCA Student Complaint form. The form must contain a detailed description of the claim, including dates, times, and full names of all involved, as well as the actions taken by both the student and the institution to resolve the matter. The student will sign the form attesting to the truth and accuracy of the complaint. Anonymous complaints will not be investigated. By signing the form, the student acknowledges that MCCA may share the information provided with the school or other relevant agencies and organizations in order to help resolve the dispute. MCCA does not

guarantee a resolution resulting from this submission or its investigation into the allegation. The form may be found at the following link: http://www.mississippi.edu/mcca/student_complaint_process.asp

Non-Instructional and Discrimination Complaint Process

If a student has a (non-instructional or discrimination) complaint, the student may submit a complaint in accordance with the following procedures:

1. Student must discuss complaint with staff member involved.

If the matter is not resolved with the staff member

2. Student must then meet with the department administrator and staff member to discuss complaint.

If the matter is not resolved after meeting with the department administrator

3. Student may submit a written appeal to the Vice President of Student Services within (3) working days of meeting with the department administrator. Within (5) working days after receipt of the written appeal, the Vice President of Student Services will render a written decision to the student or call a meeting of a Grievance Committee to hear and rule on the appeal. The Grievance Committee will render a written decision to the student within (5) working days after the hearing.

If the student is unsatisfied with the decision of the Vice President of Student Services or the Grievance Committee

4. Student may submit a written appeal to the President within three (3) working days of the decision in step 3. The President will render a written decision to the student within five (5) working days. The decision of the President is final.

A student has one academic year, from the time of the alleged incident, to file a complaint.

The Office of Instruction and the Office of Student Services will each maintain a log which records all written complaints that have been received from students, along with documentation on how the complaint was addressed. These records will be retained and made available for accreditation and regulatory purposes.

Non-Retaliation Statement

An individual filing a complaint in good faith shall not be subjected to any form of retaliation by the college. An individual has the right to file a complaint alleging retaliation.

Sexual and Gender Based Harassment Procedure

MDCC is committed to maintaining a safe and healthy educational and work environment in which no member of the College community is, on the basis of sex, sexual orientation, or gender identity, excluded from participation in, denied the benefits of, or subjected to discrimination in any College program or activity. Gender-based and sexual harassment, including sexual violence, are forms of sex discrimination in that they deny or limit an individual's ability to participate in or benefit from College programs or activities.

This Policy is designed to ensure a safe and non-discriminatory educational and work environment and to meet legal requirements, including: Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in the College's programs or activities; relevant sections of the Violence Against Women Reauthorization Act; Title VII of the Civil Rights Act of 1964, which prohibits discrimination on the basis of sex in employment; and Mississippi laws that prohibit discrimination on the basis of sex. It does not preclude application or enforcement of other College policies.

The following person serves as the Title IX Coordinator: Christopher Lee, Dean of Student Services, Vandiver Student Union, P.O. Box 668, Moorhead, MS 38761, (662) 246-6442.

It is the policy of the College to provide educational, preventative and training programs regarding sexual or gender-based harassment; to encourage reporting of incidents; to prevent incidents of sexual and gender-based harassment from denying or limiting an individual's ability to participate in or benefit from the College's programs; to make available timely services for those who have been affected by discrimination;

and to provide prompt and equitable methods of investigation and resolution to stop discrimination, remedy any harm, and prevent its recurrence. Violations of this Policy may result in the imposition of sanctions up to and including termination, dismissal, or expulsion, as determined by the appropriate officials at the college.

Retaliation

This policy seeks to encourage students, staff, and faculty to express freely and responsibly their concerns about any possible instances of sexual harassment. Any act of reprisal (e.g., interference, restraint, penalty, discrimination, coercion, or harassment) – overt or covert – by a college faculty member, employee, agent, or student against another who is responsibly using this policy and its procedures interferes with free expression and openness. Such acts violate this policy and require prompt and appropriate disciplinary action.

Definition

As defined in the guidelines of the Equal Employment Opportunity Commission and adopted by the United States Supreme Court in *Meritor Savings Bank, FSB v. Vinson*, 477 U.S. 57 (1986), sexual harassment of employees or students includes any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or status in a course, program, or activity; or
- (2) Submission to or rejection of such conduct is used as the basis for employment or educational decisions affecting that individual; or
- (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience, or creates an intimidating, hostile, or offensive environment for working or learning.

Examples of Sexual Harassment:

Prohibited verbal, nonverbal, or physical conduct include, but are not limited to:

- (1) Physical assault;
- (2) Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, or letters of recommendation;
- (3) A pattern of conduct intended to discomfort or humiliate, or both, that includes:
 - a. Comments of a sexual nature;
 - b. Sexually explicit statements, questions, jokes, or anecdotes;
 - c. Persistent propositions of a sexual nature;
 - d. Subtle pressure for sexual activity;
- (4) A pattern of conduct that would discomfort or humiliate, or both, a reasonable person to whom the conduct was directed that includes:
 - a. Unnecessary touching, patting, hugging, or brushing against a person's body;
 - b. Remarks of a sexual nature about a person's clothing or body;
 - c. Remarks about sexual activity;
- (5) Use of electronic mail or computer dissemination of sexually oriented, sex-based communications.

Sexual harassment is often a specific form of discrimination in which the power inherent in a faculty member's or supervisor's relationship to his or her students or subordinates is exploited. While sexual harassment most often takes place in a situation of differential professional power between the persons involved, this policy recognizes that sexual harassment may occur between persons of the same college status, e.g., student-student, faculty-faculty, staff-staff. It may occur where inverse power relationships exist as when a student exhibits such behavior toward faculty or staff. It may occur between persons of the same sex. Behaviors may be initiated by both men and women. Persons who are negatively affected by others' behavior, even though the behavior is not directed towards them, may bring claims of third-party harassment.

Groundless Charges or Malicious Mischief

Accusations of sexual harassment are serious matters. They should never be made casually and without cause. This policy shall not be used to bring groundless and malicious charges against students, faculty members, or employees. Disciplinary action concerning personal misconduct may be taken under the appropriate faculty and staff personnel policies or the Student Code of Conduct against any person bringing a groundless and malicious charge of sexual harassment. Bringing groundless and malicious charges may also result in legal liability for the person filing the charges.

The same sanctions appropriate to a violation of sexual harassment policy shall apply to those who bring charges in bad faith.

Sanctions Resulting from Findings of a Violation of the Sexual Harassment Policy

The following sanctions are applicable to all MDCC faculty/staff and students when a finding or a violation of the sexual harassment policy has been determined, or when frivolous or malicious charges have been brought.

A first offense could be grounds for dismissal, and more than one sanction may be imposed for any single offense. Administrators responsible for implementing sanctions will report to the complainant the sanction that has been imposed.

Sanctions for faculty and professional staff:

- Written or oral warning
- Formal reprimand placed in the respondent's permanent file
- Reassignment of duties (e.g., teaching or service duties involving students)
- Reduction in salary for one or more years
- Suspension without pay
- Dismissal

Sanctions for classified staff:

- Warnings and written reprimands
- Dismissals, demotions and suspensions

Sanctions for students:

- Warning, oral or written
- Reprimand in writing
- Restitution
- Probation
- Suspension
- Expulsion

Process for Handling Complaints Involving Students Pursuant to the Sexual and Gender-Based Harassment Policy

The Title IX Coordinator has been charged with implementing the following procedures for students pursuant to the Sexual and Gender-Based Harassment Policy ("Policy"). An investigator from the Campus Police Department will serve as the Title IX Investigative Officer who will report directly to the Title IX Coordinator.

MDCC students, faculty, staff, or third parties may request information or advice, including whether certain conduct may violate the Policy; seek informal resolution; or file a formal complaint. These three options are described below. Initiating Parties are encouraged to bring their concerns to the Title IX Coordinator.

As set forth below, interim measures designed to support and protect the initiating party or the college community may be considered or implemented at any time, including during a request for information or advice, informal resolution, or a formal complaint proceeding. Consistent with the College's policy, interim measures might include,

among others: restrictions on contact; course-schedule alteration; changes in housing; leaves of absence; or increased monitoring of certain areas of the campus. These interim measures are subject to review and revision throughout the processes described below.

I. Requests for Information or Advice

Initiating parties seeking information or advice can expect to learn about resources available at the College and elsewhere that provide counseling and support. They also will be advised about the steps involved in pursuing an informal resolution or filing a formal complaint. In addition, the Title IX Coordinator will discuss with initiating parties whether any interim measures are appropriate at this stage.

II. Requests for Informal Resolution

Initiating parties may make a request, either orally or in writing, for informal resolution to the Title IX Coordinator. The request should identify the alleged harasser (if known) and describe the allegations with specificity. The Title IX Coordinator will assess the severity of the alleged harassment and the potential risk of a hostile environment for others in the community to determine whether informal resolution may be appropriate.

Upon determining that informal resolution is appropriate, and in instances when the initiating party makes the request to the Title IX Coordinator, the Title IX Coordinator will consult further with the person initiating the request, inform the person who is the subject of the allegations, and gather additional relevant information as necessary from the parties and others, as indicated. The Title IX Coordinator also may put in place any appropriate interim measures to protect the educational and work environment. The Title IX Coordinator will attempt to aid the parties in finding a mutually acceptable resolution.

When the allegations, if true, might constitute criminal conduct, the party against whom they are brought is hereby advised to seek legal counsel before making any written or oral statements. Those facing allegations may wish to obtain legal advice about how this process could affect any criminal case in which they are or may become involved.

A matter will be deemed satisfactorily resolved when both parties expressly agree to an outcome that is also acceptable to the Title IX Coordinator. At any point prior to such an express agreement, the Initiating Party may withdraw the request for informal resolution and initiate a formal complaint under these Procedures.

Ordinarily, the informal resolution process will be concluded within two to three weeks of the date of the request.

III. Procedures for Formal Complaints

A. Initiating a Complaint

An initiating party may file a formal complaint alleging a violation of the Policy. A complaint of sexual or gender-based harassment should be filed directly with the Title IX Coordinator, regardless of the identity of the Respondent. (If the Respondent is not a student, see **Referral of Complaints against Staff, Faculty, Other MDCC Officials, or Third Parties** below). The Title IX Coordinator will inform the Respondent that a complaint has been received, and, if indicated by the Complainant will put in place any appropriate interim measures.

A formal complaint must be in writing and signed and dated by a Complainant. It should state the name of the alleged harasser (if known) and describe with reasonable specificity the incident(s) of alleged harassment, including the date and place of such incident(s). The complaint must be in the Complainant's own words, and may not be authored by others, including family members, advisors, or attorneys. Attached to the complaint should be a list of any sources of information (for example, witnesses, correspondence and records, and the like) that the Complainant believes may be relevant to

the investigation. However, a complaint should not be delayed if such sources of information are unknown or unavailable.

The Title IX Investigative Officer will not investigate a new complaint if it has already adjudicated a formal complaint based on the same circumstances or if the parties and the Title IX Coordinator already have agreed to an informal resolution based on the same circumstances.

B. Referral of Complaints against Staff, Faculty, Other MDCC Officials, or Third Parties

These Procedures cover complaints against students. When allegations are asserted against a staff member, faculty member, other MDCC official, or third party, the Title IX Coordinator will inform the appropriate Administrator with a copy of the complaint. The Title IX Coordinator will determine if the Title IX Investigative Officer will need to conduct all or part of the investigation and will inform the Complainant.

C. Timeframe for Filing a Complaint

The College does not limit the timeframe for filing a complaint. The College encourages complaints to be filed as soon as reasonably possible following an alleged Policy violation because the College's ability to gather adequate information may be limited when a significant length of time has elapsed between an incident and the filing of a complaint. Further, with respect to those cases that will be reviewed by disciplinary bodies at the conclusion of the investigation, the College's ability to complete its processes may be limited with respect to Respondents who have graduated from or are no longer employed by the College.

D. Initial Review

Once a formal complaint is received, the Title IX Coordinator will assign the case to the Title IX Investigative Officer for an initial review. The Title IX Investigative Officer will have appropriate training, so that he/she has the specialized skill and understanding to conduct prompt and effective sexual and gender-based harassment investigations.

The Title IX Investigative Officer will contact the Complainant in an attempt to gather a more complete understanding of the allegations. Based on the information gathered, the Title IX Investigative Officer will determine whether the information, if true, would constitute a violation of the Policy such that an investigation is warranted or whether the information warrants an administrative closure. The Title IX Investigative Officer will convey this determination to the Complainant and the Title IX Coordinator. The Title IX Investigative Officer will work with the Title IX Coordinator to implement any appropriate interim measures to be put in place pending the completion of the case (or to revise as necessary any measures already in place).

Ordinarily, the initial review will be concluded within one week of the date the complaint was received.

E. Investigation

Following the decision to begin an investigation, the Title IX Investigative Officer will notify the Respondent in writing of the allegations and will provide a copy of the Policy and these procedures. The Respondent will have one week in which to submit a written statement in response to the allegations. This statement must be in the Respondent's own words; Respondents may not submit statements authored by others, including family members, advisors, or attorneys. Attached to the statement should be a list of all sources of information (for example, witnesses, correspondence, records, and the like) that the Respondent believes may be relevant to the investigation.

If the decision is made to begin an investigation in a case where the Complainant is unwilling to participate but the School has assessed the severity of the harassment and the potential risk of a hostile environment for others in the community and has determined to proceed, then, for the purposes of these Procedures, the School Title IX Coordinator (or a designee) will be considered the Complainant.

The Title IX Investigative Officer will request individual interviews with the Complainant and the Respondent, and, as appropriate, with other witnesses, which may include those identified by the parties as well as relevant officers of the College. When identifying potential witnesses, the parties should understand that the purpose of interviews is to gather and assess information about the incident(s) at issue in the complaint, not to solicit general information about a party's character.

When a complaint involves allegations that, if true, also might constitute criminal conduct, Respondents are hereby advised to seek legal counsel before making any written or oral statements. The investigation process is not a legal proceeding, but Respondents might wish to obtain legal advice about how this process could affect any criminal case in which they are or may become involved.

After the collection of additional information is complete but prior to the conclusion of the investigation, the Title IX Investigative Officer will request individual follow-up interviews with the Complainant and the Respondent to give each the opportunity to respond to the additional information.

F. Personal Advisors

Both the Complainant and the Respondent may bring a personal advisor to any interviews with the Title IX Investigative Officer. The Advisor may only advise his/her client and will not be allowed to make any presentations to the Title IX Investigative Officer.

G. Confidentiality

The Title IX Coordinator, the Title IX Investigative Officer, and others at the College involved in or aware of the complaint will take reasonable steps to protect the privacy of all involved. Once a complaint is filed, the Complainant, the Respondent, and any witnesses will be notified of the potential for compromising the integrity of the investigation by disclosing information about the case and the expectation that they therefore keep such information – including any documents they may receive or review – confidential. They also will be notified that sharing such information might compromise the investigation or may be construed as retaliatory.

Retaliation of any kind is a separate violation of the Policy and may lead to an additional complaint and consequences.

The parties remain free to share their own experiences, other than information that they have learned solely through the investigatory process, though to avoid the possibility of compromising the investigation, it is generally advisable to limit the number of people in whom they confide.

H. Coordination with Law Enforcement Authorities

In all cases, the Title IX Investigative Officer will have completed the initial review without delay and, as appropriate, will have proposed interim measures to the School Title IX Coordinator. In the event that an allegation includes behavior or actions that are under review by law enforcement authorities, the Title IX Investigative Officer, in light of status updates from law enforcement authorities and the Title IX Coordinator, shall assess and reassess the timing of the investigation under the Policy, so that it does not compromise the criminal investigation.

I. Conclusion of the Investigation and Issuance of Final Report

At the conclusion of the investigation, the Title IX Investigative Officer will make findings of fact, applying a preponderance of the evidence standard, and determine based on those findings of fact whether there was a violation of the Policy.

The Title IX Investigative Officer will provide the Complainant and the Respondent with a written draft of the findings of fact and analysis and will give both parties one week to submit a written response to the draft. The Title IX Investigative Officer will consider any written responses before finalizing these sections of the report and the final section of the report, which will outline any recommended measures to be taken by the School to eliminate any harassment, prevent its recurrence, and address its effects. The Title IX Coordinator and the appropriate Administrator will work to put in place such measures as they

determine are appropriate. Consistent with school policies, measures imposed at this stage might include, among others: restrictions on contact; course-schedule or work-schedule alteration; changes in housing; leaves of absence; or increased monitoring of certain areas of the campus.

The investigation will be completed and the final report provided to the Complainant, the Respondent, the School Title IX Coordinator, and the appropriate Administrator ordinarily within six weeks of receipt of the complaint. At the conclusion of the investigation, findings will be forwarded to the Administrative Hearing Officer and the adjudication process will begin. For cases involving faculty, staff, other MDCC officials, or third parties that have been investigated by the Title IX Investigative Officer pursuant to Section III.B above, the imposition of sanctions will be considered separately by the appropriate officials at the College or unit through their relevant policies.

Special Circumstances

1. *Request for Anonymity*

If a potential Complainant asks to remain anonymous, then the Title IX Coordinator and the Title IX Investigative Officer, as appropriate, will consider how to proceed, considering the potential Complainant's wishes, the College's commitment to provide a non-discriminatory environment, and the potential Respondent's right to have specific notice of the allegations. The Title IX Coordinator and the Title IX Investigative Officer may conduct limited fact finding to better understand the context of the complaint. In some circumstances, a request for anonymity may mean an investigation cannot go forward, the Title IX Coordinator and Title IX Investigative Officer determine that further investigation is necessary, in which case the potential Complainant will be informed that his or her identity will be disclosed as necessary for the investigatory process. In other circumstances, the Title IX Coordinator and the Title IX Investigative Officer may determine that the matter can be appropriately resolved without further investigation and without revealing the Complainant's identity.

Administrative Closure

If, after conducting the initial review of a formal complaint, the Title IX Investigative Officer finds that the allegation, if true, would not constitute a violation of the Policy, then the Title IX Coordinator will administratively close the case and notify the Complainant.

Where the Complainant is unwilling to participate in further investigation, the Title IX Coordinator will assess the severity of the alleged harassment or the potential risk of a hostile environment for others in the community and will determine whether administrative closure is appropriate or whether the College should proceed with an investigation.

Within one week of the decision to close a case administratively, the Complainant may request reconsideration on the grounds that there is substantive and relevant new information that was not available at the time of the decision and that may change the outcome of the decision. The Title IX Coordinator will consider requests for reconsideration and inform the Complainant of the outcome, ordinarily within one week of the date of the request.

In cases where the Title IX Coordinator concludes that the alleged conduct, while not a violation of the Policy, might implicate other College conduct policies, the Title IX Coordinator may refer the complaint to the appropriate School or College official.

2. *Request to Withdraw the Complaint*

While every effort will be made to respect the Complainant's wishes to withdraw a formal complaint, the College must be mindful of its overarching commitment to provide a non-discriminatory environment. Thus, in certain circumstances, the Title IX Coordinator may determine that investigation is appropriate despite a Complainant's request to withdraw the complaint or failure to cooperate. Other circumstances also may result in a request to withdraw the complaint being declined, where, for example, a request to withdraw is

made after a significant portion of the investigation has been completed and terminating the investigation would be inequitable.

3. Request for Informal Resolution after a Complaint Has Been Filed

Once a complaint has been opened for investigation and before the final report has been provided to the parties, a party may request informal resolution as an alternative to formal resolution of the complaint, but that disposition requires agreement of the Complainant and the Respondent and the approval of the Title IX Coordinator.

If such a request is approved, the timeframes will be stayed and the Title IX Coordinator will take such steps as he or she deems appropriate to assist in reaching a resolution. If the parties cannot reach an informal resolution within two weeks from receipt of the request, then the Title IX Investigative Officer will resume the investigation of the complaint in accordance with the formal complaint procedures.

IV. Appeal

Both the Respondent and the Complainant may appeal the decision of the Title IX Investigative Officer to the Title IX Coordinator or designee based on the following grounds:

1. A procedural error occurred, which may change the outcome of the decision; or
2. The appellant has substantive and relevant new information that was not available at the time of investigation and that may change the outcome of the decision.

NOTE: Disagreement with the Title IX Investigative Officer's findings or determination is not, by itself, a ground for appeal.

Appeals of the Title IX Investigative Officer's decision must be received by the Title IX Coordinator within one week of the date of the final report. Appeals will be forwarded to the President and will be decided within two weeks. The Title IX Coordinator will promptly be informed of the outcome in writing and forward his/her findings to the Respondent and the Complainant.

Student Attendance/Absence

Mississippi Delta Community College is a member of the Mississippi Virtual Community College (MSVCC). This allows students to take online courses that are taught by MS Delta instructors (provided courses), as well as courses that are taught by instructors from the other community colleges (hosted colleges). At the beginning of the course, the instructor must communicate with the student by documented class policies his/her expectations regarding the format and frequency of class participation.

Absence policy for online courses provided by MDCC instructors: Online instruction differs fundamentally from traditional classroom instruction in that the student may access the online resources at times that are convenient to the student's personal schedule within a range of times defined by the instructor. However, consistent attendance is required to successfully complete an online course. Once a student misses the third attendance marker (a designated assignment, test, or deadline for a course--all to be determined by the individual instructor) for an 8-or 15-week course the student will be cut by the instructor and will receive an F for the course unless a proper Withdrawal form is completed during the approved withdrawal period.

Attendance will be monitored by timely submission of assignments, including tests, homework, projects, discussion boards, etc. A student is expected to complete all assignments by the appropriate due date. Failure to complete such assignments by the due date will constitute a cut from the course barring any extenuating circumstance.

It is understandable that extenuating circumstances occur, such as an extreme illness, death in the immediate family, legal matters, or military duty. It is the student's responsibility to provide appropriate documentation in a timely manner (prior to the due date if at all possible) to substantiate such circumstances, at which time the instructor will determine if an extension is warranted. Students and instructors of online courses will adhere to the academic calendar and the process of appeal.

Circumstances that are NOT considered extenuating:

- Registering late for the class
- Failure to read the syllabus
- Failure to plan appropriately
- Not having the appropriate textbook or software
- Technical problems

Attendance Policy for MDCC eLearning Courses

No Show Policy (100% Refund to Students) for MDCC Students

Students do not attend class during the first two weeks of the 15-week session or during the first week of the 8-week session. For eLearning courses, this process can be defined as when there has been no documentable engagement (discussions, assignments, quizzes) with the course content within the timeframe allowed. The student will not be charged for the course.

Student's LDA (last date of attendance) is within the first two weeks of the 15-week session or during the first week of the 8-week session. The student will not be charged for the course.

For non-MDCC students, a refund has to be determined by the student's school.

Cut-Out Policy for MDCC Students Taking MDCC Classes

Each eLearning instructor at MDCC has defined attendance markers within his/her course. A student in an eLearning 8- or 15-week session course will be allowed 2 absences. When exceeding the allowed absences, the student will be cut out of the course and will receive an F unless the student officially withdraws from the course within the announced withdrawal period. The student will NOT be allowed to withdraw if the final exam has been taken.

Exception: *If a student is on active military duty without internet connectivity, instructors will be apprised of the situation by the eLearning Coordinator. The instructor will not cut out the student and will allow the student to make up attendance markers and other work within a time frame agreed upon by the instructor and the military student.*

Cut-Out Policy for MDCC Students Taking Courses from other Schools

Each instructor at a sister institution has defined their own cut-out policy. Once reported to MDCC eLearning as cut-out, the cut out will be handled according to MDCC's cut-out policy above. One exception: **The withdrawal must be handled no later than the last day to withdraw from a MSVCC course which is announced by the MSVCC and is always sooner than MDCC's last day to withdraw.**

Cut-Out Policy for Non-MDCC Students

Each online instructor at MDCC has defined attendance markers within their course. After the student exceeds number of absences allowed, he/she will be cut out of the course. Once recorded by the instructor in the Enrollment Tool, the student's respective school will be handled according to its school's policy.

Withdrawal Policy (Partial to No Refund to Students)

If the student requests to be withdrawn, charges will be assessed as determined by the Business Office.

Pell Grant Requirement

Federal Pell requires students to complete 60% of the semester in order for the grant to cover their expenses. A student's last day of submission cannot be before the 60% date in order to receive full benefits.

Withdrawal Process (Class or College)

Mississippi Delta Community College strongly supports activities that promote student success in classes and degree programs. With this goal in mind the college provides a means for students to withdraw from individual classes and from the College. Students are encouraged to maintain their enrollment in all courses for the full semester. In cases where the academic load is too great to maintain, the student may reduce his/her load by withdrawing from one or more classes. Students are strongly encouraged to maintain full-time status (12 hours or more) if practical.

The student who desires to withdraw from an online class may complete an online withdrawal form from the eLearning web page during the allowed time: <https://msdelta.formstack.com/forms/elearningwithdrawal>. Students who stop attending class or are cut-out (CO) and do not withdraw from the class will receive a grade of “F” for the class.

- College withdrawal is available for students who, because of personal hardship, can no longer attend any classes.
- College withdrawal and class withdrawal result in a grade of “W” being recorded on the student’s transcript.
- Withdrawals (W’s) are not used in the computation of a student’s semester or cumulative grade point average.
- Withdrawals are used by the Financial Aid Office in the computation of attempted hours for financial aid eligibility.
- Students may submit a college withdrawal up through the week prior to the final examination.

Student Retention Rates for Virtual

Requirements for taking online courses at MDCC are as follows:

- If a course is offered by an instructor from MDCC, that same course may not be taken by a MDCC student through another college unless the eLearning Coordinator and Department Chair approve using a hosted course due to heavy enrollment in MDCC’s provided course.
- Student success is a primary goal of MDCC. While all students are awarded the same educational opportunities, the College also realizes that registering students who are academically unprepared for online classes is not in the students’ best interests; therefore, students with low GPAs and/or have failed the same class online before may be advised to take face-to-face classes.

Academic Honesty Policy

Academic honesty is a fundamental attribute of higher learning. Students who violate the principle of honesty ...

- *deny themselves an opportunity to master the skills that they are credited to possess*
- *cheat their classmates of deserved recognition*
- *demean the college and its degrees.*

It is a matter of great concern that all college community members strive for high standards of personal integrity. Evaluation of each student’s level of knowledge and understanding is a vital part of the teaching process and requires tangible measures with the evaluation process. When the relationship between evaluated work and the student’s knowledge is misrepresented, this is an act of academic dishonesty.

A hallmark of any profession is integrity and honesty. Academic honesty is expected of all students; therefore, each student must accomplish his/her *own* work. Academic misconduct includes, but is not limited to, deceptive acts such as the following:

- cheating in any manner on tests, papers, reports, labs, quizzes, discussions
- using prohibited electronic devices during testing. e.g., using a cell phone during a test
- using technology improperly, which includes any use of Generative AI (Artificial Intelligence)
- submitting work completed by another party
- stealing, buying, or selling course materials
- opening sites not permitted when taking an exam-but not limited to, e.g., QUIZLET, BING search, GOOGLE search, MATHWAY
- impersonating another student or allowing another to assume one’s identity for coursework or testing
- conveying false or misleading information in any form

When academic dishonesty has occurred during proctored testing, the following penalties will be implemented:

First offense:

The instructor is responsible for assigning an appropriate penalty: failure of the assignment *or* removal from the class. The removal from the class will result in a failing grade (F). In addition,

- the student will not be allowed to withdraw from the course

- the student will be required to take a remediation course before the next testing period

Second offense:

When academic misconduct occurs, the student will be removed from the class, resulting in a failing grade (F). In addition, the student will not be allowed to withdraw from the course and will not be allowed to take an online course for one semester.

Proctored Testing Policy

Mississippi Delta Community College uses proctored exams to ensure the integrity of student work. All Mississippi Delta Community College provides courses and must administer at least two proctored exams during the semester.

In-Person Proctored Exam Procedures

Secured proctored testing labs are located in Horton Building 129B on the Moorhead Campus, the computer lab at the Greenwood Center, and the computer lab at the Greenville Higher Education Center. **Students living within MDCC's seven-county district must take their tests at one of MDCC's campuses:** Bolivar, Humphreys, Issaquena, Leflore, Sharkey, Sunflower, and Washington counties. In addition, out-of-district students who reside in Mississippi may take their proctored exam at any other Mississippi Community College. Students may schedule an appointment for testing using the SmarterProctoring 2.0 tab at no cost to the students.

- Students must schedule a proctored exam through SmarterProctoring
- Students must schedule before taking the test(s). **Walk-ins are not allowed.**
- Students who fail to show up for a scheduled exam without canceling through SmarterProctoring or contacting the eLearning office before the exam will receive either a 10-point deduction or a 10% deduction from the exam. The instructor will determine the points or percentage.
- Students must provide a valid physical photo ID (Student ID, State-Issued ID, or Work ID).
- Students may not leave the room or use cell phones while the exam is in progress.
- Students are not allowed access to generative artificial Intelligence sites (AI), instructional materials, electronic devices, or internet searches unless the instructor approves.
- Any student bringing items that are not approved by the instructor to the proctored lab will be asked to place them at the front of the lab or return them to the safety of their vehicle. MDCC will not be responsible for any missing belongings.
- Students testing in person who attend a Mississippi Community College or university will be tested at no charge.
- Students should take an exam during the given time frame unless there is an extenuating condition. (see below)
 - If a student misses a proctored exam because of illness, he or she must have a doctor's excuse.
 - If a student misses due to a death in the immediate family, an obituary of the deceased must be sent to the instructor
 - The test(s) should be made up the next full week of the semester.

Off-Campus Site

If a student is out of district or out-of-state, he or she may also make testing arrangements with other testing facilities, such as a university testing center. **The Application for Off-Campus Proctor form** must be sent and **approved at least five business days in advance by the eLearning Coordinator**. The *form can be* obtained by clicking the link: . Any costs incurred for student-arranged tests are the responsibility of the student.

Virtual Proctoring

Virtual Proctoring is restricted and will only be available to students with extenuating circumstances. e.g., homebound because of medical reasons. The following form must be submitted and approved at least five business days in advance of the first testing date by the eLearning Coordinator: [Off Campus and Virtual Proctoring Form](#)* (check virtual proctoring on the form)

**If approved for virtual proctoring, a student will be responsible for the cost of the exam, which will be at least \$25 an hour*

Out of State University and College Testing Fees

Students attending a Mississippi Community College or University will be tested at no charge.

Counseling Services

Counselors at Mississippi Delta Community College aim to provide consistent support contributing to the academic, career, and personal development of students with regard to and respect of their individual, diverse needs and backgrounds. Through collaboration with faculty and other support staff, our ultimate goal is to provide a warm and welcoming environment, equipping students with the tools necessary for optimal life success while at the College and beyond.

The Office of Counseling Services provides a comprehensive, developmental, and systematic program that serves all students. We offer a variety of services through individual and group counseling to empower students' educational, career, and personal goals; assist students with coping strategies; and provide effective intervention during crisis situations. Our counselors consistently seek to show our value of multicultural diversity and individual differences amongst ourselves and others through our interactions. We support the College's mission by helping to alleviate barriers to student success.

All students have access to the services provided by counselors at all campus locations. Contact may be made by visiting the center in the Boggs-Scroggins Enrollment Services Center on the Moorhead campus or by visiting the centers at the Greenville and Greenwood campuses. Students can also reach counselors by phone or email. Please visit <https://www.msdelta.edu/counseling/index.php> for phone numbers and email addresses of counselors at each location.

Bookstore

The MDCC Bookstore will coordinate efforts to secure textbooks for hosted courses for purchase as a service to the students. Questions and comments related to the bookstore are referred to the Bookstore Manager in Tanner Hall at (662) 246- 6447 or email kpilgrim@msdelta.edu. Students may also obtain textbooks from the college providing the eLearning course. However, the MDCC Bookstore will coordinate efforts to secure textbooks for hosted courses for purchase as a service to the students.

Questions and comments related to the bookstore are referred to the Bookstore Manager in Tanner Hall at (662) 246- 6447 or email kpilgrim@msdelta.edu. (The bookstore will be relocating to the Vandiver Student Union building at a later date not yet determined.)

Library/Learning Resources

The college ensures that students participating in eLearning programs have access to adequate and appropriate learning resources through the MDCC Library System. Learning resources are provided through a variety of methods including the college's participation in statewide online learning resource cooperatives including MAGNOLIA and MELO. All electronic resources may be accessed through the Library's web site at <http://www.msdelta.edu/library/index.php>. Information for using these resources is provided online. The library monitors the effective use of these resources by students and faculty.

In addition, the holdings of the college's library are accessed through the online library catalog.

eLearning instructors are responsible for posting information concerning access to the Library's electronic resources and holdings.

Students and faculty may access the Library Orientation which includes short demonstrations explaining how to use each database within their Canvas course by clicking on the Help link.

The library provides remote access to online databases. These databases allow students to conduct necessary research for their courses. Additional reference assistance is available through e-mail links on the library web page, by telephone, or videoconference. Also available to students, is a 24/7 live chat with a reference librarian accessible

through MELO (Mississippi Electronic Libraries Online.) For access to passwords to the online databases, students may click on the MDCC/Library button within their Canvas course.

Interlibrary Loan

A reference form is available on the library's home page allowing students to request materials not available in the library's holdings. Interlibrary loan materials may be picked up in person, or delivered through U.S. Mail, e-mail or FAX at (662) 246-8627.

Anyone having problems accessing library materials, may call the Library at (662) 246-6378 (Moorhead Campus), or e-mail library@msdelta.edu

Student Activities

Upon enrollment in the college, students (commuters, residential, and eLearning) are encouraged to participate in student activities as well as join clubs/organizations offered at each campus. Student Government Association is comprised of a variety of students, most of whom represent other clubs/organizations and athletic groups. The purpose of the Student Government Association (SGA) is to plan activities for the students, to hold student discussions, to present helpful student suggestions to the faculty and administration, and to act in an advisory capacity to students.

It is the mission of the student activities and student government to serve as mediators between the faculty and the student body and to assist in all student activities. Information pertaining to student activities, and clubs/organizations is available online at the MDCC website <https://www.msdelta.edu/student-life/>

Advertising and Recruitment

Mississippi Delta Community College recruits students by advertising through the college website, in state and local media, and direct mail. Additionally, college courses are promoted through individual campus tours, high school visits, industrial visits, and career fairs.

Students may access college publications online at www.msdelta.edu. Important college information is disseminated to all students via the college website, email, text alerts, and US mail.

Technical Assistance

MS Delta provides technology support to eLearning faculty and students. Faculty computer hardware, labs for student use and proctored exams, and e-mail accounts for all MDCC students and faculty are provided by the college, as well as access to the Learning Management System, Canvas.

Requests for technical assistance from students should first be made to the providing instructor. eLearning students who are enrolled in hosted courses should contact the eLearning office for technical assistance. Virtual instructors who are unable to resolve the student's technical issue will forward request to the eLearning office. If the matter cannot be resolved, the eLearning office will forward the request to the Office of Information Technology for assistance.

Instructors should contact the Office of Information Technology at it@msdelta.edu to request technical assistance related to the web server, email, or for other technical problems that arise involving computer and internet usage.

FACULTY

Faculty Load eLearning courses are considered a part of the regular teaching load and may contribute to an instructor's overload, requiring additional compensation as specified in the *MDCC Policies & Procedures Manual*.

MDCC eLearning Faculty Requirements

The development of the eLearning faculty is a critical element to the success of the eLearning effort. eLearning faculty will exhibit the following characteristics:

- Participate in professional development provided by the Office of eLearning.
- Possess or be capable of developing enhanced technology skills.
- Have the support of the instructional division.
- Meet the requirements for instruction within the discipline using the SACS criteria as stated in the *MDCC Policies & Procedures Manual*.
- All full-time and adjunct faculty who desire to teach an online course for MDCC will be required to show competency in online instruction by one of the following:
 - o Complete a required training course/webinar each in Canvas offered through the MDCC eLearning Division or MSVCC Academy
 - o Furnishing documentation, verifying online instruction taught at another institution of higher learning
 - o Showing knowledge and expertise in using Canvas by having taught or used Canvas for previous classes

MDCC Faculty eLearning Instructional Responsibilities

In accordance with the guidelines set forth, eLearning faculty members are expected to do the following:

- Develop an eLearning syllabus for each course;
- Develop quality course materials and presentations for each course;
- Commit to developing an awareness of eLearning techniques and issues through participation in workshops and conferences;
- Follow the RSI guidelines
- Regularly participate in eLearning faculty meeting(s) which are coordinated by the eLearning coordinator;
- Provide eLearning students with a course orientation at the beginning of each semester;
- Mentor new faculty to the eLearning program;
- Maintain all course records as required by the college;
- Maintain regular contact hours by e-mail, chat room, discussion groups, phone, zoom, regular mail, etc. and must be clearly stated within the course site.
- Support the eLearning student by serving as a link to other campus contacts;
- Complete all required survey evaluations;
- Communicate and coordinate activities with the eLearning coordinator.

Adjunct Faculty through Hosted Courses

In the event that Mississippi Delta Community College students participate in a hosted course, course instructors will be considered adjunct employees of Mississippi Delta Community College. In such cases, the provider institution will fulfill the full-time faculty requirements of the Southern Association of Colleges and Schools (SACS).

Adjunct Faculty Credentials of hosted courses may be restrictively reviewed by the eLearning Coordinator and the Department Chair through the MSVCC central repository.

Credentials/Repository

In all academic areas, the master's degree with eighteen (18) graduate semester hours of specialization in the teaching field is considered the minimum requirement. In specialized, professional, career or technical fields, evidence of professional competency is acceptable in lieu of formal academic preparation.

Adjunct eLearning faculties are held to the same standards as full-time Mississippi Delta Community College faculty members. Mississippi Delta Community College must supply eLearning faculty credentials information to the MSVCC central repository for restricted viewing by the appropriate host college. (Appendix D)

Training and Support Services for Faculty

The college provides professional development opportunities and support services specifically related to teaching via electronic delivery.

MDCC provides technology support to eLearning faculty. Faculty computer hardware, labs for student use and proctored exams, and e-mail accounts for all MDCC students and faculty are provided by the college.

Instructors should contact the Office of Information Technology at it@msdelta.edu to request technical assistance related to the web server, email, or for other technical problems that arise involving computer and internet usage.

PLANNING AND EVALUATION

Instructional Planning

Mississippi Delta Community College's planning, budgeting and policy development processes reflect facilities, staffing and equipment and other resources essential to the viability of the eLearning program.

Scheduling of eLearning

eLearning program courses will generally be conducted on the same schedule used by campus-based programs and in accordance with the Mississippi Virtual Community College calendar. It is the intent to host courses available on the MSVCC. MS Delta reserves the right not to host courses which are not within our programs or for which exceptions on faculty credentials and/or course comparability exists.

Education Effectiveness

The Office of Institutional Effectiveness provides reports of educational effectiveness of eLearning programs to ensure comparability to campus-based programs. Student success and retention rates for eLearning courses are collected through the MDCC administrative software system and analyzed at the conclusion of each semester to ensure comparability to campus-based programs.

Evaluation of Online Courses

In order to promote a quality program, the collection of data and generation of reports for analysis and evaluation is critical. Mississippi Delta Community College eLearning program conducts the following assessments to assist in the collection, analysis, and evaluation process:

Student Evaluations of Faculty and Services

See Appendix E

ADMINISTRATION, FACILITIES/EQUIPMENT, AND FINANCE

Personnel

The college has designated qualified personnel for the purpose of administration of eLearning at Mississippi Delta Community College. The eLearning Coordinator reports to the Vice President of Instruction.

The eLearning Coordinator performs administrative duties related to the scheduling and operations of the eLearning programs and services. The eLearning Coordinator works with faculty and staff to develop the college's capacity to offer distance education through a variety of means including but not limited to:

- Recommend policies and procedures for eLearning classes

- Coordinate the review of the policies annually of MSVCC consortium members in areas such as grading policy and faculty credentials for SACS compliance
- Work with the Admissions and Instruction offices on processes for registering, dropping, adding, and withdrawing students from eLearning classes
- Assist testing center staff with technical issues associated with proctoring eLearning exams
- Assist faculty with design, development, and teaching methods in distance education
- Advise faculty, staff, and administrators on the use of technology and software in instruction programs
- Represent the college to the Mississippi Community College Board (MCCB) for matters pertaining to eLearning
- Represent the college to the Mississippi eLearning Association to serve on college committees as assigned

Quality of eLearning

The Vice President of Instruction is responsible for the quality of eLearning at Mississippi Delta Community College.

Marketing/Recruitment

Adequate and accurate advertising, recruiting, and registration information pertaining to (1) curriculum, (2) course requirements, (3) degree requirements, (4) support services, (5) prerequisite technology skills, (6) costs/payment, and (7) financial aid resources information is provided on a timely basis.

Mississippi Delta Community College recruits students by advertising through the college website, in state and local media, and direct mail. Additionally, college courses are promoted through individual campus tours, high school visits, industrial visits, and career fairs.

Students may access college publications on the MDCC website (www.msdelta.edu) and/or may request a print copy of those publications by contacting the Associate Vice President of College Advancement and Public Relations.

Facilities/Equipment

The college provides laboratories, facilities, and equipment necessary to meet program/course requirements and train/support current and potential eLearning faculty members.

Funding

Designated funds for the operation of eLearning programs are administered through the general educational program budget.

Criteria for State Reimbursement of Mississippi Virtual Community College Courses, FY 24

Given full faith to MCCB Policy 8.2 Standards for Quality and Accountability, a community/junior college is in compliance with the MSVCC Policies and Procedures Manual for the Mississippi Virtual Community College (MSVCC) Consortium when it meets the following criteria:

1. Students enrolled in courses where instruction is delivered via distance learning technologies will be counted for audit purposes, the same as that for students enrolled via traditional delivery methods, with the following stipulation. State appropriations will be awarded for Mississippi Virtual Community College (MSVCC) courses that are offered through the MSVCC Enrollment Tool and conform to all operational policies, procedures, and positions as approved by the Mississippi Community College Board (MCCB) in consultation with the Mississippi Association of Community/Junior Colleges (MACC) and as interpreted by the MCCB. MSVCC online courses are defined as those which are offered through the MSVCC Enrollment Tool, whether host or provided, and must follow the policies and procedures outlined in the MSVCC Policies and Procedures Manual. Courses that are not offered in the MSVCC Enrollment Tool and/or do not have shared students, are considered to be "native online courses", in which the college offering the course(s) determines local policies and procedures. Colleges will be compensated according to their roles as host and/or provider institutions for students and courses. Online courses are not classroom based, content is delivered online, do not require regular campus or any synchronous attendance, can be accomplished from a remote site, and are distinguished from hybrid courses, which are merely Internet enhanced.
2. Effective July 1, 2018, a \$0.90 cent fee per SSCH per semester will be assessed to each college by the MCCB for the purpose of supporting the MSVCC and the contractual obligations adopted by the consortium. This is a change from the former funding formula which assessed a \$12.00 dollar per MSVCC course enrollment fee.
3. For the purpose of state reimbursement under Sections 1-4 SB 3010, 2023 Regular Session of the Appropriation Bill, hybrid courses are defined as those courses with less than seventy-five percent (75%) of student contact hours provided on-line. All academic, career, and technical courses with primary online delivery (75% or more of student contact hours) will be eligible for state reimbursement. Guidelines for reimbursement of vocational and workforce training courses will be determined as courses are developed.
4. All participating colleges will make MSVCC course offerings, for which they have program approval and accreditation, available to students for fall, spring, and summer semesters as deemed appropriate by local policy and procedures.
5. All participating colleges will adhere to the annual MSVCC calendar developed in cooperation with the Academic Deans' Association and approved by MACC.
6. All participating colleges should make MSVCC course offerings available to students. This may be achieved by publishing the registration website of the MSVCC in the college catalog, printing on college schedules, by adding a link of the complete course listing to the college's website, or as deemed appropriate by local college policy and procedure.
7. All participating colleges must allow all courses listed on the MSVCC master course list to remain active until the end of the MSVCC enrollment period unless the class is full or proper notification is given to all colleges by the provider. Proper notification is defined as e-mail communication to all colleges from the provider that lists impacted courses within the master listing. Notifications about closures should be made to Chief eLearning Officers (CELOs) and the MCCB Assistant Executive Director for eLearning & Instructional Technology as soon as possible. No deletions can be made after noon on the Wednesday prior to the first start day of the term.
8. All participating colleges must agree to serve as a testing site for MSVCC courses for the term(s) the college is participating in, giving full faith, cooperation and credit to all other colleges. Colleges must agree to test MSVCC protocols, lists, and guidelines regarding testing.
9. All participating colleges must provide eLearning personnel to promote active communications relating to the MSVCC internally and externally among all other colleges. Participation in regular statewide meetings, in student services initiatives (including transcripting and admissions records), accreditation issues, research, and planning will be required of each college.
10. All provider colleges will provide the Host College with a copy of the faculty member's credentials and transcripts via the secure MSVCC Enrollment Tool database, verified by the Provider College and so stated in the file at the Host College.
11. All provider colleges agree to report (manually and/or via database import) attendance and grades, in accordance with the annual MSVCC calendar, utilizing the MSVCC Enrollment Tool database for the Host College to retrieve.
12. Due to course integrity and security issues, students are prohibited from auditing an MSVCC course.

**State Funding for
Mississippi Virtual Community College Consortium
FY 2024
(Funding Procedures)**

State Funding for Mississippi Virtual Community College

Full-Time Equivalent (FTE) Formula from the Community and Junior College Support Appropriations Bill

All MSVCC **provider** semester credit hours for the summer, fall and spring semesters of the **prior year** are divided by 30 to determine the number of FTEs and are included in the academic, technical and career categories. Academic, technical and career categories are weighted at 1.0. MSVCC students must be actually enrolled and in attendance the last day of the sixth week of each full-term semester, or its equivalent, and reside within the state of Mississippi to qualify for funding.

In addition to the above allocation, MSVCC shared **host and provider** hours may qualify for incentive funding on the basis of the prior year full-time equivalency of MSVCC shared hours during the summer, fall and spring semesters. To be considered in this separate section of the formula, the MSVCC student at the “host” institution must be taking the course from another “provider” institution. Those semester credit hours being **hosted** by one institution shall receive funding at the weight of **0.75** and those semester credit hours being **provided** by one institution shall receive funding at the weight of **0.25**.

All colleges participating in the MSVCC will agree to basic MSVCC Policies and Procedures and sign a Memorandum of Agreement (MOA) with the MCCB that outlines the primary responsibilities of the MCCB and the participating colleges.

**EVALUATION SURVEY FOR
MISSISSIPPI VIRTUAL COMMUNITY COLLEGE
FY 2024**

1. The Memorandum of Agreement allows you sufficient control to maintain accreditation compliance at the local level.
 Strongly Agree Agree Neutral Disagree Strongly Disagree
2. The MSVCC Memorandum of Agreement is in line with your college's mission.
 Strongly Agree Agree Neutral Disagree Strongly Disagree
3. The Agreement allows you sufficient control over the courses/programs offered through the consortium.
 Strongly Agree Agree Neutral Disagree Strongly Disagree
4. The evaluation process of the Agreement was sufficient.
 Strongly Agree Agree Neutral Disagree Strongly Disagree
5. You were able to evaluate adequately all aspects of the consortium before entering into this agreement. (Operating Policies, Procedures and Position documents)
 Strongly Agree Agree Neutral Disagree Strongly Disagree

If you wish, please add any additional comments: _____

**MEMORANDUM OF AGREEMENT for
MISSISSIPPI VIRTUAL COMMUNITY COLLEGE
PARTICIPATION**

FY 2024

Agreement is made this the 1st day of July, 2023, between the Mississippi Community College Board (hereinafter referred to as the MCCB) and MS Delta Community College (hereinafter referred to as the College). The purpose of this Memorandum of Agreement is to describe the system through which the College and the MCCB will operate the Mississippi Virtual Community College (hereinafter referred to as the MSVCC).

The Parties Agree to the Following:

1. The College agrees to participate in the Mississippi Virtual Community College (MSVCC) and to adhere to the conditions and guidelines set forth in the *Criteria for State Reimbursement of Mississippi Virtual Community College Courses* and the *MSVCC Policies and Procedures Manual*.
2. The MCCB agrees to disburse state funds for students who are enrolled in the MSVCC as set forth in the conditions and guidelines found within the *State Funding for Mississippi Virtual Community College Consortium* document of the Agreement.
3. The conditions set forth in this agreement may be modified, altered, or changed only by written agreement signed by both parties hereto.

This agreement is hereby signed and dated by the Chief Executive Officer of the MCCB and the College as follows:



Kell Smith, Executive Director
Mississippi Community College
Board



Tyrone Jackson, President
MS Delta Community College



Online Course Evaluation Form

Instructor Name:		Rate accordingly: 5 = Excellent 4 = Very 3 = Good 2 = Fair 1 = Poor
Course Division Chair:		
Course Number/Name:		
Evaluator:		
Date:		
Topic	Question/Comments	Points
1. Content:	Course content is well laid out using Modules divided in units, weeks, chapters etc. Are out of date modules unpublished?	
	Comments:	
2. Home Page:	Home page includes MDCC Banner, name of course, name of instructor, video or audio announcement, instructor contact information, text 14 pt. font+, and is aesthetically pleasing.	
	Comments:	
3. Getting Started:	Getting Started Module is available and instructor has clear-cut instructions on how to get started in the course? Is the Blueprinted Getting Started Module a prereq? Is the Academic Honesty Quiz available?	
	Comments:	
4. Course Navigation Buttons:	Unused buttons are hidden. <i>Note: MDCC/Library Info and NetTutor are required to be visible.</i>	
	Comments:	
5. Syllabus:	A syllabus using the MSVCC template is clearly posted and easily accessible.	

Topic	Question/Comments	Points
6. eBook/Textbook Information:	Complete eBook/textbook information including ISBN is easy to locate. A link to digital eBook is provided. Inclusive Access is noted on syllabus	
	Comments:	
7. Grading Information:	Does the student know how they will be graded for the course, and is this easy to locate? (course percentages and MDCC grading scale listed)	
	Comments:	
8. Announcements/Canvas Inbox:	Announcements/ inbox is current and being used to communicate with students.	
	Comments:	
9. Calendar:	Are all deadlines and testing dates clearly defined either in the calendar or using some other method?	
	Comments:	
10. Lecture/Notes:	Are notes, PowerPoints, YouTube Videos, supplemental materials clearly posted? Does the instructor make good use of multimedia tools such as studio? Are all links active?	
	Comments:	
11. Assignments:	Are assignments well stated, organized and easily accessible and graded within 7 days?	

Topic	Question/Comments	Points
12. Quizzes:	Are Midterms and Final exams clearly labeled, published and easily located. Are exams challenging which consist of over 50 questions	
	Comments:	
13. Discussions:	Does the instructor have at least one discussion and corresponded to at least 1/2 of students? This can be as simple as an "Introduction" or "Get to Know You" discussion.	
	Comments:	
14. Grades:	Is the Gradebook easy to interpret? Attendance markers clearly marked? Federal policy dictates weekly attendance. These markers should be indicated in the gradebook.	
	Comments:	
15. Attendance Policy:	Is the online attendance withdrawal policy posted and does the instructor have a clear cut-out policy stated? Remember: attendance must be taken weekly using some method such as participating in a discussion, submitting an assignment, quiz, etc.	
	Comments:	
16. Proctored Testing Information:	Does the instructor have the current semester proctoring instructions?	
	Are the tests labeled as required for the current semester?	
	Comments:	
Division Chair Score:	Total of all scores	0
	Total of all divided by 16	0
Signature of Division Chair:		

The next two sections are to be evaluated by the eLC only:		
Topic	Question/Comments	Points
1. Communication:	The instructor responds to students and gets no complaints reported to eLearning about lack of communication.	
	The instructor is prompt in meeting announced deadlines as reported by eLearning.	
	The instructor reports LDA's in a timely fashion to eLearning.	
	The instructor posts passwords within the given time frame.	
	Comments:	
2. Enrollment Tool/Attendance Information:	Responds to the eLC's request in a timely manner to have textbook and syllabus information posted.	
	Textbook and Syllabus information is posted for current semester. (This should include breakdown of course grading).	
	Attendance is updated in Banner weekly and ET(non mdcc students)	
	Comments:	
3. Professional Development	Fall required PD	
	Spring required PD	
	Two PDIs each semester	
eLC Totals	Total scores	0
eLC Score:	Divide score by 21. Place score in this box.	0.0
Signature of eLC:		

Non-Discrimination Statement

Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Dr. Steven Jones, Vice President of Administrative and Student Services, Stauffer-Wood Administration Building, Suite 119, Office 123, P. O. Box 668, Moorhead, MS 38761, 662-246-6304; EEOC@msdelta.edu.

Online Course Evaluation Final Score

Instructor Name:	
Course Number/Name:	
Date:	

Department Chair Score:	
eLC Score:	
Average Score:	

Any course receiving a 4.0 or above combined average score from the eLC and Department Chair is found to be in good standing and the instructor may continue to offer that course online.

Any course receiving below a 4.0 combined average score from the eLC and Department Chair will be placed on probation for the next semester and the instructor will receive assistance for improvement. After receiving assistance and scoring above a 4.0, the course/instructor will no longer be on probation. However, if the next overall evaluation score is less than 4.0, the instructor will not be allowed to teach that course online for a period of one year. After one year, if the course shell is presented to the eLC and Department Chair, and is rated 3.0 or higher, the course/instructor may be reinstated. However, if the instructor goes on probation a second time, the instructor will not be allowed to return to teach that online course.

Comments:			
Instructor Signature:		Date:	
Department Chair Signature:		Date:	
eLC Signature:		Date:	

Ownership of Materials/Copyright (Appendix C)



Ownership of Material/Copyright

Mississippi Delta Community College reserves the exclusive right of ownership of all electronic courses, documents, programs, curricular, etc. developed under the auspices of the college.

No established MDCC internet course material may be transferred to any outside entity in part or as a whole. Each instructor will sign an agreement of ownership prior to teaching online course(s). (Appendix C of MDCC *eLearning Policies and Procedures Manual*)

I understand the above statement and agree to adhere to this set policy.

Name of Instructor (Print): _____

Signature: _____

Date: _____

APPENDIX D

Faculty Credentials Certification

In accordance with the Southern Association of Colleges and Schools (SACS) faculty requirements, this statement is provided to assist community college districts participating in the Mississippi Virtual Community College (MSVCC) with verification and authentication of faculty credentials.

Originating College: Mississippi Delta Community College

Faculty Name:

Faculty ID #: D000

Faculty Status: (F/T) (P/T)

Area: Academic Vocational Technical

Highest Degree Earned:

From:

Comments:

List MSVCC Teaching Area(s) with 18 Graduate Hours: (1)

(2)

List the Graduate Course, 18 Semester Hours, and Institution for each MSVCC Teaching Area:

(Area 1) Course #	# Hrs.	Institution	(Area 2) Course #	# Hrs.	Institution
Total Hrs.:			Total Hrs.:		

Original Transcript on File: (Yes) (No)

Date of Employment:

Date of last review of official documentation:

I, Teresa Webster, as the Chief Academic Officer of Mississippi Delta Community College certify to the above faculty credential statements and state that the attached copies of transcripts represent the referenced faculty member's original documents on file in the Human Resources office of this college.

Chief Academic Officer

Date

Student Evaluation of Faculty (Appendix E)

Student Evaluation of Faculty

The following questions will be rated on a 5-point Likert scale with choices of Strongly Disagree, Disagree, Neutral/Don't Know, Agree, Strongly Agree.

1. The instructor provided coursework objectives and classroom procedures at the beginning of the semester.
2. The instructor provides clear course requirements through the units of work such as assignments, due dates, and style instructions.
3. The instructor is knowledgeable about the subject matter of this course.
4. The instructor is well prepared for each class session.
5. The classroom atmosphere is good or conducive to learning: I feel comfortable in this classroom.
6. The instructor uses a variety of teaching methods such as tests, lectures, discussion, demonstrations, and group activities.
7. Students are encouraged to attend class.
8. Students are encouraged to learn independently, to think critically, and to make reasonable decisions.
9. The instructor meets class regularly.
10. The instructor begins class promptly.
11. The instructor provides adequate and timely feedback on student work.
12. Students are encouraged to participate in the class.
13. The instructor provides posted office hours, is available for conference appointments, and is available for assistance outside the classroom.
14. The instructor relates to students in a professional manner.
15. The class assignments contribute to my understanding of the subject.
16. The clarity and audibility of the instructor's speech are excellent.

The following open-ended questions will be included on the evaluation form.

1. The thing I enjoy or appreciate most about this course is:
2. The thing I enjoy least about this course is:
3. If I could change one thing in this class, it would be:
4. I would describe my overall experience in this class as:

MSVCC Course Approval Form (Appendix F)



Office of eLearning, P.O. Box 668, Moorhead, MS 38761
Phone: 662.246.6319 Email: vccdlc@msdelta.edu

MSVCC Course Approval Form

____ Fall ____ Fall Special Session ____ Spring ____ Spring Special Session Summer ____
Course Name:

Evaluate at least three course choices for an MDCC offering from the MSVCC list

Include:	Course Number	Course Name	School	Instructor
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

Please visit <https://sbcjcweb.sbcjc.cc.ms.us/ET/SelfService/default.aspx> for a complete list of MSVCC Course Offerings.

As the Program Director/Supervisor or Lead instructor, I certify the following:

- I have checked the syllabus and course content from the documents provided and all courses align with the standards of MDCC.
- I have checked that the course is offered in the correct term.

The Program Director/Supervisor, Lead Instructor, or Department Chair may request to review faculty credentials by emailing the eLearning Coordinator.

Program Director/Supervisor or Lead Instructor's

Signature: _____ Date: _____

Department Chair's

Signature: _____ Date: _____

Mississippi Delta Community College
eLearning Department
Application for Off Campus Proctor Examinations

Instructions: The application for off campus proctor exam forms is used by students enrolled in an online course and will not be within driving distance of a Mississippi approved proctor center at the time of exams. The student will be responsible for finding a suitable proctor and pay any fees associated. Once the form is completed with the following information, students should return the form to MDCC's eLearning office for approval. (Exam information will not be submitted until the proctor has been approved.)

Step 1: Identify a suitable proctor. A prospective proctor may be found within the following professions.

A certified testing center of a community college, college or university

A public Library that has a computer lab that offers proctoring

MDCC approved Virtual proctor (no proctor information needed for this selection)

Step 2: Complete the Student Information section of this form

Step 3: Once you have selected Off Campus Proctor, complete the Proctor Information and Proctor Agreement section of this form. If you are selecting the Virtual option, you do not need to submit proctor information. Instead, complete the student information section of this form and select the virtual option under Off Campus Proctor Options

Step 4: Both Student and Proctor will need to submit a clear copy of Picture ID

Step 5: Submit the completed form by email or fax to the MDCC's eLearning office. **Note: This form must be received 5 business days before preferred testing date.**

Mississippi Delta Community College eLearning office

Email: vccproctor@msdelta.edu

Phone: 662-246-6319

Fax: 662-246-6296

Student Information

Student's Full Name _____ MDCC ID# _____

Address _____

Phone: _____ Email: _____

Date and time, you will be testing: _____

Course(s) Title (e.g., Comp I, ENG 1113 90)

Reason for not using a local proctoring center:

Off Campus Proctor Options:

Virtual Proctor: If selecting this option – this form must be submitted 5 business days before the testing time. Student must have medical documentation for not being able to leave his or her home. Test must be completed 2 days prior to the last day of scheduled exams

Off Campus Proctor Center: If selecting this option – the information on page 2 must be completed before approval – form must be received 5 business days before the testing date.

Proctor Information

Name/Title: _____

Institution/Affiliation: _____

Address: _____

Phone Number: _____ Fax: _____

Email: _____

Relationship to student: _____

Proctor Confidentiality Agreement:

As a test proctor, with access to the MSVCC testing data, it is important for you to maintain the confidentiality of any information to which you may have access during your proctoring agreement. This confidentiality extends to test, students, and faculty information.

Test Information includes, but not limited to:

- Content
- Passwords.
- Length, format, or perceived difficulty of assessments

Student information includes, but is not limited to, the following:

- Type of test being taken
- Course or selection in which the student is enrolled
- Student data such as grades, ID number, address or phone number
- Results or outcomes of any test taken in the Assessment Center

Faculty information includes but not limited to:

- Faculty contact information not available to students
- Frequency or infrequency of password changes
- Deadlines or extensions
- Materials in or associated with the online course site
- Special Provisions extended to students

I understand and will comply with these requirements to maintain confidentiality of all information which I may come to know as a result of my approval as a test proctor. I understand that this includes all information I receive from MDCC's eLearning Office. My signature indicates below that I acknowledge my responsibilities as an online test proctor. I agree to serve as the proctor for examination of referenced student and I have no relationship with the student listed.

Proctor's Signature _____ Date: _____

Notice of Non-Discrimination Statement: Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following have been designated to handle inquiries regarding these policies: EEOC Compliance/Non-Discrimination: Dr. Steven Jones, Vice President of Administrative and Student Services; 662.246.6304 or EEOC@msdelta.edu. Title IX: Willie Gant, Jr., Assistant Dean of Student Services, 662.246.6442 or titleIX@msdelta.edu. Disability Support Services: Nakeshia Fipps, Associate Dean of Student Services, 662.246.6444 or ADAcompliance@msdelta.edu. The mailing address for the above-named representatives is P.O. Box 668, Moorhead, MS 38761.

eLearning Office Use Only:

Approval: Granted _____ Declined _____

eLearning Staff Initials : _____ Date: _____