

Distance Education

Online Classes

The purpose of distance education at Coastal Pines Technical College (CPTC) is to provide our students the opportunity to access quality instruction anytime, anywhere. Distance education is defined as providing access to learning when students are not physically present in a traditional classroom setting. CPTC desires to create and provide access to learning when the source of information and the learners are separated by time and/or distance.

Distance Education Participation

Coastal Pines Technical College (CPTC) is committed to providing students the opportunity to access quality instruction anytime, anywhere. Establishing a consistent and acceptable pattern of logging in and submitting work is considered an integral part of the total educational process. Employers who hire Technical College System of Georgia graduates consistently stress the importance of having a good punctuality record. Students are receiving an education for direct entry into the workforce. CPTC has the responsibility of attempting to instill in each student the importance of a good attendance and punctuality record. Because of this importance, an evaluation of participation is done in each course.

Students in distance education classes must complete an academic assignment within the first five (5) calendar days of the academic term. Students who fail to complete an academic assignment within five days will be considered a "No Show". Students enrolled in distance education classes should actively participate in class assignments as prescribed by the course syllabus and/or instructor. Students in Distance Education courses should follow the procedures for participation and withdrawal as outlined for all courses in the handbook.

Proctoring of Distance Education Credit Courses

In order to comply with accreditation requirements for the validation of student identity for all online courses, all students enrolled in online courses are required to have at least one proctored event (a major exam or assignment).

The Coastal Pines Technical College (CPTC) Office of Distance Education will provide exam proctoring services for students who are taking online courses during the examination period. Also, CPTC will proctor exams or other assignments for any student of any Technical College System of Georgia (TCSG) college during the examination period.

Students choosing to utilize an alternative proctoring solution are responsible for finding a qualified proctor to administer each event, and for submitting the required approval form for each event. Qualified proctors must meet with the requirements of Coastal Pines Technical College.

Students must complete the proctoring event no later than the date specified by the instructor in the course syllabus or provided by the instructor in a subsequent communication. Students who do not complete the proctored event as scheduled must comply with the specifications as explained in the course syllabus or participate in remote proctoring as arranged by the course instructor and the Office of Distance Education.

Proctoring Methods

On/Off Campus Proctoring

Proctoring for online course is provided within Blackboard utilizing ProctorU. ProctorU is an online proctoring service that allows students to completed a proctored examination regardless of location. The minimum equipment requirements for online test proctoring are provided in the Blackboard course site.

Fee

CPTC does not charge a fee to proctor examinations to students. Also, Technical College System of Georgia (TCSG) colleges do not charge a proctoring fee to administer examinations to students of other TCSG colleges. However, students who choose to have an examination proctored outside of the TCSG system are responsible for any fees that could be incurred by the proctoring institution.