

CPTC Procedure: 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 work ethics. 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 good work ethics and punctuality. Because of this importance, an evaluation of participation is done in each course.

Students in distance education classes must contact the course instructor via CPTC e-mail within the first three (3) days and participate in the course beginning with the student's first day of class. Students who fail to demonstrate participation and contact their instructor within three days will be considered to be a no show and removed from class enrollment. 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.

Responsibility:

The Vice President for Academic Affairs has the overall responsibility for ensuring this procedure is implemented.

Adopted: April 28, 2014

Reviewed: November 16, 2022