## Student Success and the Integrity of Web-based Courses and Programs

Hagerstown Community College offers a variety of structured, web-based (online and hybrid) courses and programs that allow students flexibility in course scheduling and program completion. Web-based courses and programs deliver the same content and have the same learning objectives as traditional classes.

Students enrolling in web-based classes will need particular skills in order to succeed in these classes. Hagerstown Community College will offer self-assessment guidelines designed to help students determine if they possess these skills. It is the student's responsibility to use the guidelines provided by HCC to self-assess their own readiness before enrolling in web-based classes. In cases where students have difficulty self-assessing their skills, the college will make available faculty and advisors to provide assistance; however, the final determination of readiness for web-based classes lies with the student. Requirements may include, but are not limited to:

- Basic computer skills, necessary for accessing and engaging with course content,

- Digital information literacy skills, particularly the ability to conduct research  and evaluate web-based sources of information,

- An awareness of and compliance with the HCC Code of Student Conduct,

- Meet minimum technology requirements, such as:

    o access to hardware and peripherals, which are conducive to the completion of course requirements

    o access to any software, external publisher sites, or interactive applications mentioned in the course syllabus

    o ability to participate in remote proctoring or to schedule through the Academic Testing Center

HCC recognizes that web-based courses are best suited for students who possess the necessary skills and have demonstrated their ability to successfully complete college-level classes. It shall be the responsibility of the college administration to implement academic guidelines and procedures, such as the use of proctored testing and other protocols, to ensure that the highest level of integrity is met in awarding credits for online courses and programs.