

## **NACCAS' Policies & Procedures**

### **January 2017**

#### **Policy VI.02 – Curriculum: Policy on Distance Education**

If an institution offers distance education as a method of delivery it must have a policy containing, at minimum, the elements listed below. An institution's distance education policy must be in compliance with all local, state and federal laws and regulations and NACCAS Standards and Criteria.

The policy must contain the following at minimum:

1. The interaction with the instructor must be validated by measureable participation (clock hour, credit hour, or competency based) in the academic programs;
2. All assessments that will be used for calculating a student's GPA must be executed while the student is physically on campus;
3. The student participates in learning activities while physically present at the contracted campus at least once every 10 business days for the length of a scheduled class day as outlined in the enrollment contract;
4. All transcripts or other documents, (official or unofficial), listing academic attainment received must identify the distance education component;
5. Prior to enrollment, students are provided with a disclaimer that academic achievement earned via distance education may not be accepted for reciprocity or eligible for licensure in other states. A signed and dated copy of this disclosure must be found in the student file.