

ALCORN STATE UNIVERSITY

OFFICE OF THE PROVOST/VICE PRESIDENT FOR ACADEMIC AFFAIRS

Authority:	Issued by the Provost/Vice President for Academic Affairs. Changes or exceptions to administrative policies issued by the Provost/Vice President may only be made by the President.
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POLICY ON DISTANCE EDUCATION

Definition of Distance Education

Distance education is a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructor are not located in the same place. Instruction may be synchronous or asynchronous. A distance education course may use the internet; one-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices; audio conferencing; or video cassettes, DVDs and CD ROMs if used as part of the distance learning course or program.

Policy Statements

Registration and enrollment

1. All courses that will be offered for instruction must be designated as an “on-line” course.
2. All students who register for an on-line course must be the same student who participates in and completes the course or program and receives the credit by verifying the identity of a student who participates in class or coursework by using, at the option of the institution, methods such as:
 - a. A secure login and pass code,

- b. Proctored examinations, and
 - c. New or other technologies and practices that are effective in verifying student identification.
3. All students who register for distance or correspondence courses must adhere to the attendance policy as set forth by the university.
4. All academic departments must report an accurate headcount enrollment for all distance or correspondence courses to the appropriate school dean.

Curriculum and Instruction

All distance and correspondence courses must

- provide for timely interaction between students and faculty and among students appropriate to the credit hours awarded,
- provide qualified faculty who will assume responsibility for and oversight of distance and correspondence education, ensuring both the rigor of programs and the quality of instruction,
- utilize technology appropriate to the nature and objectives of the programs and courses, and expectations concerning the use of such technology are clearly communicated to students,
- supply a currency of materials, programs and courses,
- adhere to guidelines and policies as set forth by the university Computer and Technology Information Services (CITS) who provide faculty support services as well as faculty and student training,
- follow university procedures that ensure educational effectiveness, which include but are not limited to assessments of student learning outcomes, student retention, and student satisfaction,
- provide instruction equivalent to the same course taught in a traditional setting and awarding the same number of credit hours.

Library and Learning Resources

All students enrolled in distance and correspondence courses must

- have access to and can effectively use appropriate library resources,
- have access to laboratories, facilities, and equipment appropriate to the courses or programs.

Student Services

All students enrolled in distance and correspondence courses must

- have adequate access to the range of services appropriate to support the programs, including admissions, financial aid, academic advising, and delivery of course materials, and placement and counseling,

- follow the university procedure for resolving their complaints ([University Grievance Policy](#)) as published in the *Student Handbook*,
- have the skills to use the technology employed, the equipment necessary to succeed, and access to assistance in using the technology employed.

Facilities and Finances

The university ensures availability of equipment and technical expertise required for distance and correspondence education ensures that long-range planning, budgeting, and policy development processes reflect the facilities, staffing, equipment and other resources essential to the viability and effectiveness of the distance and correspondence education programs.