

## 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. Distance Education will not be utilized as a method of delivery of clinical instruction in which the student is to perform practical applications on a live model and/or client.
2. Distance education, either [Synchronous](#) or [Asynchronous](#), must be validated by substantive interaction on a regular interactive basis between students and instructors.
  - a. Substantive interaction for distance education learning activities is engaging students in teaching, learning, and assessment and must include two (2) of the following at a minimum:
    - i. Providing direct instruction
    - ii. Assessing or providing feedback on student's distance education coursework
    - iii. Providing information or responding to questions about the content of distance education coursework
    - iv. Facilitating a group discussion regarding the content of distance education coursework
  - b. Regular interaction for distance education learning activities between a student and an instructor must include the following:
    - i. Providing the opportunity for substantive interactions with the student on a scheduled basis
    - ii. Monitoring the student's academic engagement and ensuring the instructor is responsible for substantive interaction
  - c. Distance Education delivered asynchronously must be validated to measure actual student "seat time" for clock hour programs.
3. A [Distance Education Assessment](#) (refer to Glossary of Terms) of student performance must be conducted on-campus by a qualified instructor at least once monthly with respect to any distance education completed within the preceding month.
4. Upon completion of all curriculum requirements, the student must pass a comprehensive Academic and Practical final exam (which shall be administered on-campus) to include any applicable competencies required by the State licensure agency prior to graduation from the program.
5. All transcripts or other documents, (official or unofficial), listing academic attainment received must identify the distance education component;
6. 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.