Distance Education Courses – Undergraduate Students

I. POLICY:

Distance education courses are offered through the Extended Studies (ES) branch of Adams State University. According to Federal Student Aid (FSA) terminology, distance education consists of correspondence and telecommunication course modes (see definitions of each mode below).

Students enrolled in distance degree programs through ES should consult with their advisors prior to enrolling to ensure courses are appropriate for the degree sought. Non-degree seeking students may enroll in distance education courses according to ES policies.

On-campus students may take Extended Studies courses if they have met the required pre-requisites even if the course is currently offered on campus.

II. PURPOSE:

The purpose of this policy is to define the procedures for enrolling in distance education courses, based on Federal Student Aid (FSA) definitions and to differentiate them from independent study courses.

III. DEFINITIONS:

A. Academic Advisor: A faculty or staff member who advises students regarding their academic program.

B. Vice President for Academic Affairs (VPAA): The individual responsible for determining and implementing academic policies related to grade appeals, transfer of credits, substitution of general education credits, associates degrees, etc.

C. Correspondence Education:

(1) Education provided through one or more courses by an institution under which the institution provides instructional materials, by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructor.

(2) Interaction between the instructor and the student is limited, is not regular and substantive, and is primarily initiated by the student.

(3) Correspondence courses are typically self-paced.

(4) Correspondence education is not distance education.  
(Source: US Department of Education website (updated 4/16/2012); http://www2.ed.gov/admins/finaid/accred/accreditation.pg12.html)
D. **Department Chair (DC):** The ASU faculty member that acts as the administrative head of an academic program.

E. **Distance Degree Program:** A degree program which can be completed entirely off campus through distance education courses or at an off-campus site.

F. **Distance Education:** Education that uses one or more of the technologies listed in paragraphs (1) through (4) to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor, either synchronously or asynchronously. The technologies may include—
   (1) The internet;
   (2) One-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices;
   (3) Audioconferencing; or
   (4) Video cassettes, DVDs, and CD-ROMs, if the cassettes, DVDs, or CD-ROMs are used in a course in conjunction with any of the technologies listed in paragraphs (1) through (3).

G. **Extended Studies:** The branch of Adams State University that offers classes outside of the campus environment, whether through distance education courses, off-site classes or other off-campus delivery methods.

H. **Independent Study:** On-campus courses in which the student completes study in a subject area not offered in a scheduled course that semester. The scope of study is to be determined by the instructor with the agreement of the student.

I. **Telecommunications Course:** A course offered via the application of technology including television, audio, or computer transmission (such as open-broadcast, closed-circuit, cable, microwave, or satellite transmission) and courses offered over the Internet (taken from 2006-2007 FSA Handbook at http://www.ifap.ed.gov/sfahandbooks/attachments/0607FSAHBkVol2Ch8.pdf).

IV. **PROCEDURES:**

A. An on-campus student will complete the distance education registration on-line form and submit the form to Extended Studies.

B. The ES academic advisor will assess whether the student has met all prerequisites and determine whether the student's academic history demonstrates a likelihood for success in such a class and approve or disapprove authorization.

V. **RESPONSIBILITY:**

A. It is the student’s responsibility to complete the registration form and submit it to Extended Studies.

B. Extended Studies is responsible for enrolling the student in the course and ensuring that the course is delivered effectively.

VI. **AUTHORITY:**

VII. **HISTORY:**

   May 16, 2006
   April 5, 2007
   Revised May 10, 2012
   Reviewed August 13, 2013
   Revised October 23, 2014

VIII. **ATTACHMENTS:**