TITLE:	Distance Learning
ORIGINATOR:	Distance Learning Advisory Committee
APPROVAL DATE:	December 13, 2017
EFFECTIVE DATE:	December 13, 2017
PURPOSE:	To provide a guiding principle for providing distance education at MUW
SEE ALSO:	
REVIEWER:	Chief Academic Officer
REVIEW DATE:	Spring 2023 and every five years thereafter

OPERATING DETAILS:

1. 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 instructors are not 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, DVD's, and CDROMs if used as part of the distance learning course or program.~~ All courses that are designated as distance education under the definition will be appropriately identified for students so that students are fully aware of the delivery method used for the course

   ~~The distance education delivery methods used at Mississippi University for Women(MUW) include:~~

   ~~On-campus/Web Enhanced: All class meetings are scheduled in a classroom or other physical space.~~

   ~~Blended Delivery/Hybrid: Reduced face-to-face meetings/supplemental online delivery~~

   ~~Online: No class meetings are scheduled in a classroom or other physical location~~

2. All course delivery methods must be approved by Academic Council. The Registrar shall maintain a list of approved delivery methods and descriptions on the Web site and in the Bulletin.

   ~~All courses that are designated as distance education under the definition will be appropriately identified for students so that students are fully aware of the delivery method used for the course.~~

3. Distance education at MUW shall be executed in a manner that conforms with appropriate policies of MUW, Mississippi Board of Trustees of State Institutions of Higher Learning (IHL), SACSCOC, other accrediting bodies, and the United States Department of Education (DOE). These include, but are not limited to, policies governing credit hours,

course syllabi and student learning outcomes, academic calendar, grading, financial aid, and refunds.

4. All distance education courses must comply with the guidelines of the American with Disabilities Act of 1990 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008, and Section 508 of the Federal Rehabilitation Act of 1973.

5. Faculty teaching distance education courses will meet the regular qualifications stipulated by MUW policies, IHL, SACSCOC, DOE, and other accrediting bodies to which the programs are subject. Faculty also will be proficient in the virtual learning environment system through which courses will be delivered; departments may require that faculty complete training in specific systems.

   Department Chairs and Deans will be responsible for scheduling courses and assigning and evaluating distance learning faculty in the respective disciplines under their supervision.

   5. Student Authentication:

6. In accordance with federal law, MUW follows best practices for distance education. The practices include both faculty and student instruction for optimum outcomes in the delivery of distance education courses. MUW demonstrates that a University student attending a distance education class is the student completing the coursework by the use of two-factor authentication in order to access the course management system.

7. Students are responsible for any fee(s) related to student identification methods. Required course fees are published each term in the Schedule of Classes, which is available to students prior to registration.

8. Course examinations must be delivered in the current distance education platform unless exempted by the appropriate department chair.

   6. Privacy policy:

9. FERPA guidelines are followed for all students regardless of the instructional environment.

Revised: 11/18/04, 05/09/11, 12/13/17