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## Policy on Correspondence Education

Correspondence education is a means through which institutions may deliver instruction. Delivering instruction for which students are eligible for Title IV federal financial aid through correspondence education represents a substantive change.

Correspondence education means:

- (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 instructors and students in a correspondence education course is limited, is not regular and substantive, and is primarily initiated by the student.
- (3) If a course is part correspondence and part residential training, the course is considered to be a correspondence course.
- (4) Correspondence education is not distance education.

Institutions planning to offer instruction through correspondence education are directed to the Commission's Policy on Substantive Change for the procedures and timing of submitting such a proposal to the Commission.<sup>1</sup>

Instruction offered through correspondence education should be addressed in the institution's fifth year interim report and in the self-study prepared for the comprehensive evaluation.

*April 2010*  
*Editorial revisions April 2013*  
*September 2021*

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<sup>1</sup> Correspondence education is not yet included in the Commission's scope of recognition by the U.S. Department of Education (USDOE). Institutions planning a substantive change to include one or more programs offered through correspondence education should consult with Commission staff early in the process.