Procedure for Institutions with Significant Experience Offering Programs through Online or Remote Education to Apply for General Approval

Directions: Recognizing that most institutions without general approval from the Commission to offer degrees and certificates through distance education have gained considerable experience in Spring 2020 due to COVID-19. This procedure can be used by those institutions to request general approval to offer degrees and Title IV-eligible certificates through distance education, including online and remote education.

Please limit your report to: 1) the Cover Page for Distance and Remote Education; 2) 5-7 pages for Basic Information; 3) 3-5 pages for your Reflective Essay; and 4) a copy of the OPM contract if you have one.

Basic Information (5-7 pages):
1. Describe the institution's experience in offering programs through distance education (e.g., before Spring 2020, X programs to Y students over Z semesters; Spring and summer 2020, X weeks offering Y programs [or Y courses] to Z students). Include and differentiate between online and remote education.

2. Please describe the technical infrastructure that will support remote or distance education. Indicate the investments in technical infrastructure, staff hires, training and professional development made to support online and remote education and those investments planned for the academic year 2020-2021.

3. What orientation and professional development is offered to faculty members to teach remotely or online? Do you have a process to encourage, monitor, or 'certify' faculty to teach online?

4. How are you ensuring the academic integrity for students in online classes?

5. If you have signed an agreement with an Online Program Management group, please indicate the name of the OPM, the length of the contract, and the percent of revenue shared with the OPM. Please indicate the investment the OPM is making in the institution and attach a copy of the contract.

6. How are students oriented toward and supported in distance education? How does the institution ensure the students have the technology and sufficient internet connection to study through distance education? How are student support services (e.g., advising, counseling, career services) made available to students studying remotely/online?

7. Please briefly describe how special subjects (e.g., science labs, dance classes, clinical rotations) are taught, whether remotely/online or in person on campus.

8. How has/will the institution ensure that remote/online courses operate in a manner consistent with the Commission's policy on the credit hour?

9. How does the institution ensure ADA compliance for distance education?

10. How is the institution ensuring that achievement in classes taught remotely is comparable to classes taught in person?

Reflective Essay (3-5 pages): What did the institution learn from its experience with offering courses remotely/online during the Spring 2020 COVID-19 experience; describe the evidence you gathered and how it was reviewed? What improvements have you made? What are areas for needed ongoing improvement? What are institutional plans to address those areas of needed improvement?