Distance Education Application Checklist

Distance Education check list and clock-hour guide for school use prior to approval/accreditation:

☐ Have you visited with an Occupational Program Specialist regarding developing/offering all or a portion of program via Distance Education? They approve program content and hours.

- Is all or some of the program appropriate for DE?
- DE Programs are approved as separate programs; students do not attend back and forth between sections. A school may have a policy that allows a student to "officially transfer" between a DE and 100% in person, but it would be a change in enrollment status.
- Students enroll in the DE program and may have to meet/agree to technology requirements put in place by the school. School should post requirements, make it readily available before students enroll.

☐ Will program be offered in full or in part through Distance Education?

- What percentage of the program will be offered through Distance Education?

☐ Does DE portion meet the definition of instructional time – does not include vacation periods, homework, or periods of orientation or counseling? 34 CFR 668.8(b)(3)(ii)

☐ Will Distance Education be Synchronous or Asynchronous?

☐ What is the delivery method for Distance Education?

☐ Does school have technological resources and policies and procedures adequate to monitor and document the time each student spends in Distance Education?

- Method for monitoring and documenting Synchronous DE clock hours:
- Method for monitoring and documenting Asynchronous DE clock hours:

FR090220.pdf (ed.gov) *(54752, columns 2 and 3)*

"Our (US Dept of ED) position is that the requirement for supervision of a clock hour in an asynchronous learning environment is met when the institution is capable of documenting the specific form of academic engagement associated with the activity—for example, asynchronous participation in an interactive tutorial or webinar online or a learning activity involving adaptive learning or artificial intelligence—and the institution has technological resources and policies and procedures that are sufficient to monitor and document the time each student spends performing that activity. If either of these conditions are not met, an institution would not be permitted to include time spent on an online activity toward completion of a clock hour for purposes of the title IV, HEA programs."

☐ Is your local Financial Aid officer aware that you are developing/offering a program with DE?

☐ Does your school have a policy and procedure for documenting and recording DE attendance?

• Will attendance documentation satisfy the current attendance policy procedures?

• Will attendance documentation satisfy the schools' Satisfactory Academic Policy (SAP) when check SAP for students receiving FSA?

• Is the DE scheduled so that those hours are included when FSA students are awarded and packaged? (DE hours are included in Calendar and payment period) The DE hours are scheduled just like in person hours – calendared – not open ended/self-paced/correspondence (e.g. 24 hours/week - 7 days – designate when week starts, etc.)