



POLICY ON DISTANCE EDUCATION

Policy No: 1-500

Responsible Unit: Office of Academic Affairs	Effective Date: June 4, 2021
Responsible Official: Vice Chancellor for Academic Affairs	Last Reviewed Date: June 4, 2021
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I. POLICY PURPOSE

The purpose of this policy is to articulate the rules governing Distance Education. This policy applies to all students at Southern University Law Center.

II. POLICY SCOPE

The scope of the policy applies to all enrolled second and third-year law students who will be offered academic credit through SULC's Distance Education Program provided that the Vice Chancellor of Academic Affairs has approved of the student's enrollment in a distance education course.

III. POLICY COMPLIANCE

Failure to adhere to the Distance Education Policy may result in the student being denied academic credit for the distance learning course or the student may be administratively withdrawn from the course or courses for non-compliance.

IV. POLICY DEFINITIONS

- A. DISTANCE EDUCATION is a formal education process in which the instruction (interaction between students and instructors and among students) in a given courses occurs when the students and the instructor are not in the same physical space.
1. Interactivity may be synchronous or asynchronous. Distance education includes courses offered principally by means of:
 - a. Technological transmission, including Internet, open broadcast, closed circuit, cable,

- microwave, satellite, broadband lines, fiber optics, wireless, or other means of transmission;
 - b. Audio or computer conferencing;
 - c. Video cassettes or DVDs and CD-ROMs; or
 - d. Correspondence.
2. A course is considered a distance education course if one-third or more of the course instruction consists of distance education. If less than one-third of the course instruction consists of distance education, the requirements set forth below shall not be required, but are advisable and beneficial to the extent the course includes a substantial distance education component.
- B. STANDARDS—To meet the needs of students, and to provide quality instruction, the following standards shall be applied to any proposal for a distance education course.
- 1. SULC may award academic credit for a distance education course and the credit may count toward the credit hours needed for a Juris Doctor degree if:
 - a. There is ample interaction with the instructor and other students both inside and outside the formal structure of the course throughout its duration; and,
 - b. There is ample monitoring of student effort and accomplishment as the course progresses.
 - 2. Courses offered through distance education shall have the same minimum class time requirements per credit as if the courses were offered by SULC as non-distance learning courses.
 - 3. All SULC policies shall apply to all distance education courses.
 - 4. The technology used in distance education courses shall be appropriate to and correlate with the nature and objectives of the courses and expectations concerning the use of such technology. Such expectations shall be clearly communicated to the students prior to the time they are registered in the distance education course.
 - 5. Each distance learning course shall include interactivity, allowing faculty and students opportunities to interact that either equal or exceed those found in a non-distance education classroom setting.

V. POLICY AND APPLICABLE PROCEDURES

- A. A student may earn up to ten (10) credit hours required for the JD Degree for distance education courses during the first-one-third of the student's matriculation through SULC pursuant to ABA Standard 311(e).
- B. All students who register in a distance education course shall be trained and oriented in the applicable information technology resources and in all applicable distance education protocols prior to the commencement of the distance education course. Further, students shall be given information technology support throughout the duration of the course in the

event the student encounters technological difficulties.

- C. All distance education students must abide by the SULC Code of Student Conduct Manual in all distance education courses and in other relevant aspects of the distance education course.
- D. Prior to the commencement of the semester in which a distance education course is scheduled to begin, the SULC Office of Records and Registration will provide the instructor with a complete list of all students who are registered for the course. Additionally, an updated class list will be given to the instructor after the final date for students to drop or add courses. The SULC Office of Records and Registration will also verify that students are validly registered and enrolled in any applicable distance education course prior to receiving semester grades and credit for the course.
- E. Faculty teaching distance education courses shall use the same best practices to ensure the highest standard of academic integrity in exams and other graded activities as those faculty teaching non-distance education courses. Students enrolled in distance education courses are expected to take examinations under the supervision of the instructor, an approved proctor, or pursuant to other techniques that ensure the integrity of the process. The instructor is responsible for providing the details of the exam process to the students.
- F. Distance education courses will use the same course evaluation procedures as if the courses were offered by SULC as non-distance education courses. However, distance education courses shall also include an evaluation as to the effectiveness and efficiency of delivery systems, academic resources, student services, and access to faculty. This additional information will be used to assist the Chancellor and the faculty to assess the effectiveness of the distance education course going forward.
- G. Faculty members who develop or teach distance education courses must participate in mandatory training for distance education teaching provided by the Vice Chancellor for Academic Affairs or his designee.
- H. Faculty who teach distance education courses should provide feedback to students on student effort and performance throughout the duration of the distance education course. Further, faculty teaching a distance education course shall verify the identity of each student who participates in class or submits coursework.
- I. Students will participate in class or submit coursework using a secure login and pass code supplied by SULC to access the technology by which the course is transmitted or delivered.

VI. POLICY RELATED INFORMATION

- A. The ownership of materials produced by faculty in a distance education course, including copyright issues or other intellectual property issues, shall be resolved in accordance with the SULC Intellectual Property Policy.
- B. As with all courses, SULC shall protect the private, protected information of students

enrolled in distance education courses in accordance with campus policy, and state and federal legislation, including but not limited to the laws and regulations relative to the Family Education Rights and Privacy Act and the Americans with Disability Act.

- C. All advertising, recruiting, and admission materials shall clearly and accurately represent the course.

VII. POLICY HISTORY AND REVIEW CYCLE

Responsibility for administration of this policy lies with the Vice Chancellor for Academic Affairs. The responsibility for the periodic review of this policy lies with the Academic Affairs Committee. The policy was originally made effective for course registration after fall 2014. The policy was reviewed and revised by the faculty on November 19, 2018. The policy was reviewed and revised again on October 21, 2020, to conform the Policy to the 2020-2021 ABA Standards and Rules of Procedure for Approval of Law Schools. The most recent review and revision of this policy took place on June 4, 2021. This Policy is subject to a five-year policy review cycle.

VIII. PUBLICATION OF POLICY

The Policy is published on the SULC website at www.sulc.edu.

IX. POLICY APPROVAL

This policy was approved by the Faculty on June 4, 2021.



John K. Pierre
Chancellor, Southern University Law Center

June 4, 2021
Date