![Virginia Highlands Community College logo]

Policy No. 2-16

Subject: Distance Learning

Last Revised: 05/23/2023
Historical Status: 02/2017

Division	Policy Manager	Administrative Supervisor	Reference
Instruction and Student Services	Director, Learning Resources Division	Vice President of Instruction and Student Services	

I. **POLICY**

It is the policy of Virginia Highlands Community College (VHCC) to provide distance learning options for students that offer rigorous academic content, facilitate meaningful engagement, and contain the same learning outcomes as in-person courses.

II. **PERTINENT INFORMATION**

A. VHCC provides distance learning options to fulfill its mission.

B. VHCC shall verify the identity of a student enrolled in a distance education course through the requirement of a unique username and password.

III. **DEFINITIONS**

A. Asynchronous: a course that does not require student participation with instructor on a fixed, predetermined schedule, in which the materials and course content is delivered online using a learning management system or by other electronic delivery methods.

B. Distance Learning: education that uses one or more types of technology to deliver instruction to students who are physically separated from the instructor and to support regular and substantive interaction between the students and the instructor synchronously or asynchronously.

C. Hybrid: a course that has between 51% and 99% online delivery.

D. Synchronous: a course that requires student participation with the instructor on a fixed, predetermined schedule throughout the term of the course.

IV. **GENERAL GUIDELINES**

A. The Online Learning and Instructional Technology Department collaborates with College administration and faculty to support the development, delivery, and maintenance of distance learning courses.

B. All VHCC distance learning courses, including synchronous and asynchronous

courses, must provide the same quality of instruction and meet the same learning outcomes as the corresponding in-person course.

V.   DELEGATION OF AUTHORITY
   A. The College President has the authority and delegates to the Director of the Learning Resources Division the responsibility to establish procedures to meet the requirements of this policy.

APPENDIX

VI.   RELATED STANDARDS, LEGAL CITATIONS, OR SUPPORTING DOCUMENTS
   A. SACSCOC Standard 10.6, Distance and Correspondence Education
   B. SACSCOC Standard 14.3, Comprehensive Institutional Review
   C. SACSCOC Distance Education and Correspondence Courses Policy

VII. OPERATING REQUIREMENTS
   A. The Online Learning and Instructional Technology Department works with the College administration and faculty to provide the following for distance learning:
      1. Instructional design guidance in support of online learning and assessment activities in face-to-face, hybrid, and fully online courses and curriculum.
      2. Professional development training for faculty and staff that focuses on the best practices of online teaching and the use of technology to achieve successful online learning outcomes.
      3. Administration of the VCCS learning management system, video conference system, and other technology services related to the delivery of distance learning at VHCC.
      4. Student support in the use of the learning management system, Testing Center, Library services, and other technology/services related to the delivery of distance learning instruction.
      5. Research and procurement of instructional technology.
      6. Increased enrollment through the development of quality online courses delivered by well-trained faculty and completed by properly prepared and supported students.
      7. Assessment of distance learning courses by coordinating with academic division deans.