Kentucky Wesleyan College

Policy & Procedure Manual

# Regular and Substantive Interaction in Online and Remote Courses

**Approval**: President

**Policy Type**: College

**Policy Owner**: Vice President of Academic Affairs

**Responsible Office**: Office of Online Education

# Revision History

**Approval Date**: June 8, 2021

# Modified:

**Next Review**: June 2023

# Purpose

The purpose of this policy is to inform users about the US Department of Education requirements and to eliminate potential university risks associated with violation of these policies. Per federal law, institutions must ensure that the online and remote courses for which students use federal financial aid have “regular and substantive interaction between students and instructors.” Kentucky Wesleyan College has policies and procedures to develop and offer distance education courses, in both online and remote formats, which include “regular and substantive interaction between students and instructors.”

# Scope

This policy and its associated procedures apply to all KWC students, faculty, and staff.

# Policy

* 1. Kentucky Wesleyan College is committed to develop, offer, and engage in distance education that follows commonly accepted academic and instructional practices, and complies with regulatory and accreditation policies. This policy addresses both good distance education pedagogy and Department of Education regulations concerning regular and substantive interaction between students and instructors in online and remote courses offered by Kentucky Wesleyan College.
  2. KWC online and remote course are designed and developed to facilitate regular and substantive interaction between instructors and students. The College requires instructors teaching online and remote courses to have regular and substantive interaction during the course with the students enrolled in those courses. The College provides training and resources to instructors to assist in the design and facilitation of online and remote courses.

1. **Definitions**

4.1 **Distance Education**: The Department of Education defines distance education as follows:

4.1.1 Education that uses one of more technologies listed in paragraphs 4.1.2 i-iv of this definition to deliver instruction to students who are separated from the instructor or instructors and to support regular and substantive interaction between the students and the instructor or instructors, either synchronously or asynchronously.

4.1.2 The technologies that may be used to offer distance education include –

(i)The internet;

(ii) One-way or two-way transmissions through open broadcast, closed circuit, cable, microwave, broadcast lines, fiber optics, satellite, or wireless communication devices;

(iii) Audio conferences;

(iv) Other media used in a course in conjunction with any of the technologies in (i – iii).

4.2 **Instructor**: For purposes of this definition, an instructor is an individual responsible for delivering course content and who meets the qualifications for instruction established by an institution’s accrediting agency.

4.3 **Substantive Interaction**: For the purposes of this definition, substantive interaction is engaging student in teaching, learning and assessment, consistent with the content under discussion, and also includes at least two of the following –

providing direct instruction;

assessing or providing feedback on a student’s coursework;

providing information or responding to questions about the content of a course or competency;

facilitating a group discussion regarding the content of a course or competency;

other instructional activities approved by the institution’s or program’s accrediting agency.

4.4 **Regular Interaction**: An institution ensures regular interaction between a students and an instructor or instructors by, prior to the student’s completion of a course or competency -

providing the opportunity for substantive interactions with the student on a predictable and regular basis commensurate with eh length of time and the amount of content in the course or competency; and

monitoring the student’s academic engagement and success and ensuring that an instructor is responsible for prompt and proactively engaging in substantive interaction with the student when needed, on the basis of such monitoring, or upon request by the student.

4.5 **Online Course**: For the purposes of this definition, an Online Course at Kentucky Wesleyan College is a course offered asynchronously through the learning management system during a 7-week term.

4.6 **Remote Course:** For the purposes of this definition, a Remote Course at Kentucky Wesleyan College was a traditional semester course offered during the COVID-19 pandemic for students and faculty members who needed to remain isolated for medical reasons. Remote courses were offered through the learning management system, and may have included synchronous interactions between

instructors and students.

1. **Regulation**

Higher Education Opportunity Act, Pub.L. 110-315, 1222 Stat. 3078, codified as amended at 34 C.F.R. part 600.2 (effective July 1, 2021).