Berkeley College
Distance Learning Policy

Purpose

The United States Distance Learning Association (USDLA) defines distance learning as "[t]he acquisition of knowledge and skills through mediated information and instruction, encompassing all technologies and other forms of learning at a distance." Consistent with Berkeley's Mission to "empower[ ] students to achieve lifelong success in dynamic careers" and its Strategic Goal to "create a culture that embraces innovation," this policy seeks to facilitate compliance with the applicable laws and regulations, as well as the Guidelines of the Middle States Commission on Higher Education governing distance education programs, by providing for the development and delivery of online instruction using the College's Learning Management System ("LMS").

Scope

This policy applies to all associates, processes, and technology that affect online teaching and learning at Berkeley College.

I. Academic Equivalency

A. Comparable Academic Content

The academic content, requirements, activities, and performance expectations for Berkeley College Online courses shall be comparable to those featured in Berkeley College on-site courses.

B. Teaching Requirements

Faculty members assigned to teach distance education courses shall have qualifications comparable to instructors teaching similar courses on-site. In addition, prior to teaching an instructor's first online course, the instructor shall be required to complete training specific to the online environment, including:

- Effective pedagogical uses of instructional technology;
- Effective use of the LMS;
- Course readiness and design;
- Content development; and
- Online delivery and course management.

C. Academic Support

All faculty shall receive the following ongoing support:

- Course design, pedagogical support, and professional development opportunities from the Center for Curriculum, Instruction, and Technology;
- Technical support and training from the HelpDesk; and
- Professional and pedagogical support from Department Chairs/Directors.

II. Equivalent Student Support and Activities

All Berkeley College students receiving instruction through distance learning shall receive equivalent access to the student support services offered on Berkeley's physical campus locations. These include, but are not limited to, admissions; academic advisement; academic support; library services; financial aid; student accounts; career services; student development and campus life; and other programs, resources, and services, as applicable.

III. Application of Other Policies

The College shall maintain appropriate policies and procedures governing distance education, including, but not limited to, the following:
- the Online Student Identity Verification Policy;
- procedures for handling state online regulation issues; and
- procedures for monitoring "meaningful academic activity" (for Title IV purposes);

In addition, to the extent practicable, all Berkeley College academic and conduct policies and procedures shall also apply to Berkeley College distance education, including, but not limited to:
- policies and procedures contained in the Undergraduate Catalog;
- policies and procedures contained in the Graduate Catalog;
- policies and procedures contained in the Student Handbook;
- policies and procedures contained in the Faculty Handbook;
- the Electronic Information Archiving Policy;
- the Credit Hour Assignment Policy;
- the Computer Access for Students Policy;
- the Disability Services Accommodation Policy for Students;
- the Copyright Policy;
- the Equal Opportunity Policy and Procedures;
- the Title IX (and Non-Title IX) Sexual Harassment and Sexual Misconduct Policy;

- procedures for classifying students who are taking both online and onsite courses;

- appropriate methods of communication between faculty and students; and

- policies and procedures located on the Center for Curriculum, Instruction, and Technology site.

IV. Periodic Policy Review

The College shall periodically review and make appropriate modifications to its online programs and courses, along with its policies and procedures applicable to distance learning.