

**University Policy Number: 300.07**  
**DISTANCE EDUCATION POLICY**

|                               |                                                  |
|-------------------------------|--------------------------------------------------|
| Responsible Administrator(s): | Director of Online Education                     |
| Responsible Offices:          | Office of the Provost/Office of Online Education |
| Originally Issued:            | December 7, 2020                                 |
| Revision Date:                |                                                  |
| Authority:                    | Office of the President                          |

**Policy Statement**

The content, level, rigor, and overall educational quality of distance education courses should be the same as courses taught in traditional face-to-face classes.

**Policy Purpose**

To comply with SACSCOC requirements, institutions must have a distance education policy that governs the delivery of instruction by distance <sup>1</sup>.

It may not be possible for existing policies and procedures to adequately address questions regarding control, evaluation, quality, rights, and responsibilities associated with distance education. As a result, this document is intended to provide the institution with a definitive

continue students' education. Instructors conduct their class meeting time utilizing video conferencing systems. Claflin University has university-wide licenses for Zoom for its faculty, students, and staff. The provost's office has to approve for a limited time this type of course, as well as the registrar's office.

- c. **Hybrid:** *consists of between 25% and 50% online instruction.* Course content will be made available online and students will be able to meet instructors on campus as scheduled by deans and the registrar's office.
- d. **Face-To-Face (Traditional/Synchronous):** *consists of between 0% and 24% online instruction.* While technology may enhance instruction, it does not replace class sessions. Instructors and students will schedule in-person classes according to their schedules. In this category, instructors and students can share course content and learn through traditional and flipped classroom models.
- e. **The Learning Management System (LMS)** includes software systems for administering, documenting, assessing, communicating, tracking, reporting, and

7. The Office of Online Education monitors the quality of education and service provided to online students.

**Supporting Information:**

<sup>1</sup> <https://sacscoc.org/app/uploads/2020/01/Guidelines-for-Addressing-Distance-and-Correspondence-Education.pdf>

<sup>2</sup> [https://www.claflin.edu/docs/default-source/records-and-registration/claflin-privacy-of-educational-records.pdf?sfvrsn=66f8380e\\_9](https://www.claflin.edu/docs/default-source/records-and-registration/claflin-privacy-of-educational-records.pdf?sfvrsn=66f8380e_9)

<sup>3</sup> <https://wcet.wiche.edu/policy/student-identity-verification/>