

3332-1-06 Distance education programs.

- (A) “Distance education” is a formal education process in which the orderly delivery of instruction occurs beyond a school’s walls since the student and instructor are in different locations. Distance education may employ a variety of communication methods for delivering instruction to students.
- (B) “Distance education program” is a program of study where more than 50% of the program content is offered via distance education. A distance education program shall have a defined start and end date and shall be properly divided into academic terms in accordance with Administrative Code rule 3332-1-10.
- (C) “Distance education course” is an individual course offered via distance education that is part of either a distance education program or any other program approved by the board.
- (D) The board recognizes that requirements for facilities, equipment, and methods of instruction for distance education programs and courses are different from those of resident programs. Nevertheless, chapter 3332 of the Administrative Code shall apply to distance education programs where applicable.
- (E) Distance education programs and courses require special attention to educational objectives, instructional material, faculty training and support services, and methods for timely interaction between faculty and students. Distance education programs and courses shall adhere to the following minimum standards:
 - (1) The educational objective for each program or course shall be clearly defined, simply stated, and of such a nature that they can be achieved through distance education.
 - (2) Distance education courses and programs shall be comprehensive, rigorous, up-to-date, and educationally sound. Instructional materials and technology methods are appropriate to meet the stated objectives of the program or course.
 - (3) The school shall provide appropriate faculty, faculty training, and support services specifically related to distance education.
 - (4) The school shall provide for methods for timely interaction between students and faculty and the school shall employ an acceptable method for monitoring student academic progress.
 - (5) Upon enrollment in a distance education program, the school shall provide placement assistance to students that shall include, at a minimum, accurate information about job opportunities and expected employment outcomes.

- (F) The following are considered a minimum requirement for tuition refunds and/or adjustments for distance education programs.
- (1) An enrollment may be canceled by an applicant student within five calendar days after midnight of the day on which the enrollment agreement was completed. An applicant student must request cancellation in writing or via electronic mail within this five working day period. The student shall be given a refund of all monies paid to the school or its representative.
 - (2) From five working days after midnight of the day on which the enrollment agreement is completed and until the student begins the program, the school is entitled to the registration fee not to exceed one hundred and twenty-five dollars or fifteen per cent of the tuition for the academic term, whichever is lesser.
 - (3) After the student begins the program, if the student requests cancellation or ceases participating in the program, the school shall refund tuition and fees in accordance with section 3332-1-10 of the administrative code.
 - (4) For the purpose of calculating refunds, last date of attendance shall be the last date of documented student participation in an academic activity unless another method for calculating attendance has been approved in writing by the board.
- (F) Schools may offer individual courses from a Board approved program via distance education. It is incumbent upon the school to demonstrate that any course offered via distance education meets the objectives set forth within the course curriculum and meets the requirements of this rule.

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