

# Asheville-Buncombe Technical Community College

# (A-B Tech) Procedure

## Procedure 207.07: Distance Education and Alternate Modes of Instruction

1. The College recognizes that distance education and alternate modes of instruction may not be possible in some academic disciplines. Not all courses fit well nor will be offered through distance education or alternate modes.
2. In all learning modes, faculty control the subject matter pertinent to the course being taught as outlined in Procedure 201: Academic Freedom.
3. Academic supervision of faculty teaching the same course will be the same, regardless of delivery method.
4. Faculty teaching distance education and alternate modes will be evaluated by their students under the same evaluation schedule as all other instructors. (See Policy and Procedure 217: Student Evaluation of Curriculum Instruction.)
5. Professional development activities for distance education and alternate modes will be offered annually by the Distance Learning Department.
6. For all class sections a learning management system (LMS) will be employed. This system will be accessed by a unique password established by and only available to the student.
7. The records of students in distance education and alternate mode sections are subject to the same level of confidentiality as all other student records. (Policy and Procedure 813: Privacy of Student Records.)
8. Academic dishonesty includes students in distance education and alternate modes and /or any student who has someone else use an account and password for the purpose of submitting work as one’s own. (See Policy and Procedure 804: Code of Student Conduct.)
9. There will be no additional fees charged by the College for verification of student identity.
10. Sections taught in distance education and alternate modes that require exam proctoring must include this requirement in the course comments section prior to student registration. Students requiring proctored tests at locations other than A-B Tech may incur proctor charges.
11. In compliance with SACSCOC Standard 6.2.a., Faculty Qualifications, faculty credentials required for instruction must be the same, regardless of the mode of the course.
12. Classes in all delivery modes are included in the assessment of student learning outcomes.
13. The College Admissions staff verify and monitor each student’s residency to ensure compliance with federal law and Department of Education requirements regarding the enrollment of students in distance education and alternate modes. At a minimum this verification includes: a review of applicant addresses for all incoming College applications, a notation on the student record which blocks registration for ineligible state and territory residences of record, a weekly reporting process that identifies any change of address to an ineligible state and territory residence of record, and a College re-admission and residency policythat requires a student to re-apply eighteen months after the last term of attendance to re-verify their residence of record and student demographic data.
14. Distance education and alternate mode classes must include documentable regular and substantive instructor/student interactions that are: 1) initiated by the instructor, 2) frequent and consistent, and 3) focused on the course content. Distance education and alternate mode classes must, at a minimum, document one substantive instructor/student interaction each instructional week within the College’s LMS. Regular and substantive interactions may include, but are not limited to discussion forums moderated and responded to by the instructor, specific personalized feedback on graded assignments, weekly announcements explaining content, regularly scheduled online office hours, online tutoring, synchronous online classes, etc.
15. A-B Tech expects faculty to respond to student correspondence within a reasonable period, which generally means within 24 hours during the work week or provide an automatic email response during peak times or on Monday if received on the weekend. (Refer to Procedure 211.04: Curriculum Faculty Responsibilities and Workload.)
16. Distance education and alternate mode faculty are expected to monitor student academic engagement and success and promptly and proactively engage in substantive interaction with the student when needed based on the monitoring or upon request by the student.
17. A-B Tech participates in the NCSARA Reciprocity Agreement and abides by all regulations therein (See below)

### Alternate Modes of Instruction In a State of Emergency

1G SBCCC 200.1 (c) states:

A college is responsible for delivering instruction to meet the learning outcomes of each course it provides. If it is not possible or it will not be possible to reschedule all class hours missed due to adverse weather or other emergency events, the instruction may be made up by other alternative methods included in the college’s adverse weather policy or other policies, such as online instruction and alternative assignments. In a correctional education setting, a college may make up instructional time by issuing evening and weekend assignments and documenting students’ successful completion of the assignments. The college must maintain documentation of how instruction was rescheduled or otherwise made up until released from all compliance reviews.

During a term when the College has been impacted by a natural disaster, pandemic, or other circumstance that is deemed as a College wide emergency, classes may be changed from the original scheduled meeting dates, time blocks, and/or format to an alternate mode of instruction, in compliance with 1G SBCCC 200.1 (c). This may include, but is not limited to the following:

1. Alternate instruction
2. Online learning/Hybrid/Multi-modal
3. Additional time added to each scheduled class
4. Cancelation of scheduled breaks
5. Additional days added to the end of the semester
6. Project Based Learning
7. Awarding of Incomplete Emergency (IE) grade

### Emergency Provisions

1. During a state of emergency, A-B Tech recognizes that faculty may not be able to respond to student correspondence within 24 hours during the work week or provide an automatic email response during peak times, or on Monday if received on the weekend. Faculty are expected to respond as soon as resources are available.

### During a state of emergency, efforts will be made to conduct student evaluations of teaching if possible.

1. During a state of emergency, documentable regular and substantive instructor/student interactions are still required, but may be in a different form than originally stated in the class syllabus.

### Out-of-State Students Enrolling in Distance Education and Alternate Mode Classes

Students residing in states and territories that participate in the NCSARA Reciprocity Agreement may enroll in distance education and alternate mode classes at A-B Tech. This is in compliance with federal law and the Department of Education requirements regarding the enrollment of students in distance education.

### Distance Education and Alternate Mode Complaint Process for Out of State Students

Students who are enrolled in distance education and alternate mode classes and residing in states other than those listed, who desire to resolve a grievance related to enrollment should follow the College's Student Appeals Policy located in the Student Handbook. If an issue cannot be resolved internally, the student may file a complaint with your State. The Student Grievance Contact Information for Individual States provides phone numbers, emails, and/or links to state education agencies.

### NC SARA Out-of-State Licensure/Certification Notification Procedure

As part of the application process to A-B Tech, all students regardless of program of study will receive the following notification via email:

Asheville-Buncombe Technical Community College (A-B Tech) is a member of the North Carolina Community College System (NCCCS). As such, A-B Tech’s programs of study are specifically designed to prepare our students for gainful employment in North Carolina. Perspective students wishing to enter a career field outside the State of North Carolina are encouraged to visit A-B Tech’s Distance Learning website at:

<https://www.abtech.edu/online-distance-learning/welcome-distance-learning-a-b-tech>

The Professional Licensure link provides information on professional licensure boards with contacts. Prospective students are encouraged to obtain documentation from a state regarding eligibility to practice within a specific career field. In addition, A-B Tech program contact information is provided. Program contacts are available to assist prospective students in determining eligibility to practice in other states. The Professional Licensure information is found at the following link:

<https://www.abtech.edu/online-distance-learning/professional-licensure>

As program contacts work with prospective students, findings on state-by-state eligibility will be posted on the Professional Licensure web page. A-B Tech will assist any student not approved to practice in a respective state in supplying any required documentation related to learning outcomes and performance. Any information obtained from the process will also be added to the web site.

### Definitions:

Learning Management System (LMS): A software application for the administration, documentation, tracking, and reporting of training programs, classroom and online events, e-learning programs, and training content.

Regular and Substantive Interaction: The Department of Education expects all distance education courses to: (1) provide the opportunity for substantive interactions between the instructor and the student on a predictable and scheduled basis commensurate with the length of time and the amount of content in the course; (2) monitor the student’s academic engagement and success; and (3) ensure that the instructor is responsible for promptly and proactively engaging in substantive interaction with the student when needed on the basis of such monitoring, or upon request of the student.

Department of Education, 20 U.S.C. 1001 and 1002; 66947 Federal Register, Vol. 75, No.209, October 29, 2010, 600.9 State Authorization (c).

Project Based Learning (PBL) – is an instructional approach where students actively explore real-world problems or complex questions over an extended period. Through research, collaboration, and critical thinking, students create a final product or presentation that demonstrates their understanding and skills. PBLs are linked to the Student Learning Outcomes of the course.

Distance education and alternate mode classes are defined in 1B SBCCC 100.1 Definitions as follows:

1. “Online Instruction” – College curriculum or continuing education course in which 100% of the instruction is delivered online.
2. “Hybrid Instruction” – College curriculum or continuing education course in which greater than 50%, but less than 100% of the instruction is delivered online.
3. “Blended Instruction” – College curriculum or continuing education course in which less than or equal to 50% of the instruction is delivered online.
4. “Hybrid Flexible (HyFlex)” – A multi-modal instructional delivery method where the College has the option to deliver the online portion of a curriculum course synchronously, asynchronously, or both as long as 100% of the instruction is offered face to face with the instructor in a physical classroom. Students may choose to attend the regularly scheduled in-person session or the online option on a session-by-session basis.

### Incomplete Emergency (IE) Grade – Assigned during a term when the College has been impacted by a natural disaster, pandemic, or other circumstance that is deemed as a College wide emergency. An incomplete emergency grade must be completed within one calendar year from the date assigned or by an alternate date approved by the Vice President of Instructional Services. Otherwise, the grade becomes a Withdrawal Emergency.

### Pursuant to Board policy, Chapter 200, Section 207.07, this procedure must be followed with all forms of distance instruction.

Owner: Vice President for Instructional Services, Ext. 7900

Updated: October 23, 2019, November 20. 2019, June 30, 2020, August 17, 2022, and July 12, 2023, October 8, 2024

### See Curriculum Distance Instruction Grievance Procedure for Individual States