



APPLICATION FOR DISTANCE EDUCATION APPROVAL

Approval by the Pennsylvania State Approving Agency is required before a veteran can receive educational benefits under the GI Bill for enrollment in an educational program in which at least 50% of the required credits can be completed through distance education.

In order to apply for approval, please respond in writing to each of the following items, using separate paper. Your response should be in narrative form and can include reference to information already contained in published materials. Please attach copies of the published materials referenced.

I. GENERAL INFORMATION

- A. Name and address of institution.
- B. Telephone and FAX numbers; e-mail address.
- C. Name and title of person completing application.
- D. Program(s) for which approval is requested.
- E. Name of accrediting body and date that full accreditation was granted.
- F. Indicate whether your institution currently has distance education approval for veterans training in another state? If yes, indicate which state(s) have already approved your distance education program(s).
- G. Indicate the form(s) of distance education that your institution employs for instructional purposes. (For example, live two-way instruction by way of interactive telecommunication, taped instruction over cable television, on-line course instruction using personal computer.) Provide a detailed narrative description of the forms of distance education employed. Also, indicate whether programs are offered only within state boundaries or to/from out-of-state sites/entities as well.

II. INSTITUTIONAL COMMITMENT

A. Role and Mission

1. Describe how the delivery of distance education is consistent with your institution's role and mission.
2. Describe the institutional approval process which ensures that distance education is a valid mode to meet program objectives.

B. Student Services

1. Describe how potential students are advised about institutional policies regarding distance education in terms of:
 - a. A description of the curriculum.
 - b. Individual course requirements.
 - c. Program requirements.
 - d. Faculty-student interaction.
 - e. Essential technical skills/competencies that a student must have to study through distance education.
 - f. Essential hardware and software that a student must have to study through distance education.
 - g. The way in which standards of progress policies apply to students enrolled in distance education programs.
 - h. The availability of academic support services for students enrolled in distance education programs.
2. Describe how students are screened or assessed to determine their suitability for participation in this particular delivery mode.
3. Explain how students are informed about how to access student services to support their learning.
4. Describe the advertising, recruiting and admission materials used to represent the program and available services.

C. Faculty Support

1. Describe the support provided for the faculty assigned to teach distance education courses in terms of:
 - a. Specialized training.
 - b. Technical support services.
2. Describe the faculty evaluation process employed with regard to teaching effectiveness regarding the delivery of distance education.

D. Institutional Support

Describe your institution's commitment to:

1. Supporting distance education programs for a period sufficient to enable students to complete a degree.
2. Ensuring that appropriate learning resources, such as library services, are available to distance education students.

III. CURRICULUM AND INSTRUCTION

Describe:

- A. The process used to ensure that the learning outcomes attained by students are equivalent to those attained by students enrolled in the same courses offered on campus.
- B. The ways in which faculty interact with students in addition to the instructional process for purposes such as advisement, addressing student concerns about course content or other areas of concern.
- C. How faculty is selected to design, deliver and oversee courses offered through any form of distance education.
- D. The evaluation of credits earned through distance education. Please note whether these credits are treated differently from credits earned through residential instruction.

IV. EVALUATION AND ASSESSMENT

- A. Describe the procedures employed to assess the educational effectiveness of a program delivered through distance education in terms of:
 - 1. Student learning outcomes.
 - 2. Student retention.
 - 3. Student and faculty satisfaction.
- B. Describe how your institution assesses and documents student achievement in each course and at the completion of the program. Also, describe how final grades are determined, the length of time permitted to complete a course, and any interim progress reports utilized during a course.

V. SECURITY

Describe the procedures employed to ensure that:

- A. The identity of students in distance education courses is securely maintained and consistently verified.
- B. Academic integrity is maintained with regard to test taking for students enrolled in distance education courses.