



Ohio Administrative Code Rule 3332-1-06 Distance education programs.

Effective: January 3, 2022

(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 fifty per cent 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 rule 3332-1-10 of the Administrative Code.

(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. 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.

(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, agency 3332 of the Administrative Code shall apply to distance education programs and courses unless specified otherwise.

(E) Distance education programs and courses require special attention to educational objectives, instructional material, faculty training, support services, and methods for timely interaction between faculty and students. Schools seeking to offer any part of a program via distance education shall provide documentation that the program or course adheres to the following minimum standards:

(1) The educational objective shall be clearly defined for each program or courses, 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 must be 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 of timely and systematic interaction between students and faculty.

(5) The school shall employ an acceptable method for monitoring student academic progress and participation in academic activity.

(6) Upon enrollment in a distance education program, the school shall provide placement assistance to students that shall include, at a minimum, accurate information about expected employment opportunities upon completion of the program.

(7) The school shall refund tuition and fees in accordance with rule 3332-1-10 of the Administrative Code. For the purpose of calculating refunds, the 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) In the event of a pandemic emergency or other emergency situation as determined by the board, the executive director may allow schools to temporarily transition onsite programs and courses to distance education delivery methods where appropriate and reasonable and where the school can adequately maintain its adherence to the program or course curriculum and achieve the necessary program learning objectives. Temporary distance education approval is subject to the following conditions:

(1) Within thirty days after a school has begun offering courses or programs pursuant to being authorized to offer temporary distance education programs the school shall submit to the board a temporary distance education plan that explains the methods and processes the school shall use to offer temporary distance education and how those methods and processes meet the requirements of



this rule.

(2) Temporary approval for distance education delivery shall last for a time period as determined by the board but shall not last for more than one year. Schools seeking to continue offering distance education courses past the expiration of the temporary approval period shall submit for approval of the distance education courses through the normal approval process.

(3) Schools that offer programs that are approved by accrediting agencies or other regulatory agencies shall also seek the approval of those agencies if required for distance education programs or courses.

(4) If a school that has been given temporary approval for distance education delivery fails to adequately offer distance education programs and courses that meet the minimum standards of the board, the board retains the authority to immediately terminate the temporary approval.