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STATE COUNCIL OF HIGHER EDUCATION FOR VIRGINIA
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Distance Education Program Approvals
Instructions for Certified Postsecondary Schools
Revised: February 1, 2020

The State Council of Higher Education for Virginia (SCHEV) requires certified postsecondary schools to request approval to offer programs using distance education modalities if the original program is approved only in a face-to-face format. Please follow the instructions below to request approval of any method of instruction considered distance education. Please see *Temporary Approval of Distance Education Due to COVID-19 revised March 25, 2020* for descriptions of "distance education."

Instructions:

1. Complete a program approval form for each program you will be adding in a distance education format or for which the modality of instruction will be changed to distance education. Download the form here: <https://schev.edu/docs/default-source/institution-section/pope/2018-new-school-certification-forms/step-2-ihe/application-for-new-program-approval.pdf>
2. When completing the form, note the following special instructions for distance education approvals:
 - a. Page 1 of application: "*The program will be offered in the following format*": Choose either on-line or hybrid. Choose on-line if the program will be offered strictly in distance education format (synchronous or asynchronous). Choose hybrid if some portions of the program will still be offered in face-to-face format. Some programs of study, such as those that require hands-on practical training and lead to licensure, cannot be offered entirely "on-line."
 - NOTE: SCHEV will NOT delete the program currently approved in face-to-face format. Instead, we will add a separate program to your offerings and will designate whether it is offered "on-line" or in "hybrid" format.
 - b. Page 1 of application: "*Program Objective/Description*": This information is not required for approval of the distance education modality for a program SCHEV has already approved in face-to-face format. However, the school must provide a statement in this area that confirms that the new program is identical in objectives and description as the program already approved by SCHEV.
 - c. Page 2 of application: "*Program Breakdown by Course*": This information is not required for approval of the distance education modality for a program SCHEV has already approved in face-to-face format. However, the school must provide a statement in this area that confirms that the coursework in the new program is identical to the program already approved by SCHEV.

3. In a separate document, please respond to the following questions:

a. Are you using a Learning Management System (LMS) system for this program (Canvas, Blackboard, etc.)? If so, what are you using? Is this LMS being used for the first time when you launch this program? Please describe how the LMS system will be used to teach the course. Your response should include, but not be limited to, the following items: whether classes will be synchronous or asynchronous; types of assignments; student/student interaction requirements; student/instructor interaction requirements; types of exams/quizzes; plans for instructor and student training; and how the school will ensure the quality of distance education.

b. If you are not using an LMS, are you using other platforms/video conferencing, such as Google Classroom, Microsoft Teams, Google Meet, Zoom, or GoToMeeting? If so, please describe how the system will be used to teach the course. Your response should include, but not be limited to, the following items: whether classes will be synchronous or asynchronous; types of assignments; student/student interaction requirements; student/instructor interaction requirements; types of exams/quizzes; plans for instructor and student training; and how the school will ensure the quality of distance education.

c. Describe the library resources that will be available for distance education programs online.

d. Will completers of this program be required to take a certification exam or licensure exam? If so, does the method of instruction meet the requirements of the certification/licensure board? Are you required to obtain permission from or notify the licensing agency for change in modality? Provide proof that distance education is acceptable to the licensing/certifying agency.

4. If the school **or program** is accredited, provide proof that the proposed method of instruction will meet current accreditor requirements.

5. If the school enrolls international students, submit proof that the proposed method of instruction will meet current SEVIS requirements. **Submit a copy of your most recent notification to SEVP for a procedural change due to COVID-19. Also, submit a copy of the email from SEVP indicating receipt of the procedural change.**

6. If the school is approved for Title IV funding, submit proof that the proposed method of instruction will meet current USED requirements.

7. For questions regarding submission requirements, contact AlfonsoWells@schev.edu.

8. Submit a copy of the completed forms and documents as attachments to an email and submit to JacquelineNoggins@schev.edu. This will ensure a quicker response time.

9. Fees: **If you are requesting approval of distance education solely as an alternative modality during the COVID-19 pandemic, there is no fee.** This means that the school will revert to the approved modality of teaching in effect prior to COVID-19.

If you are requesting **permanent** approval of distance education, you must submit the required fee.

Permanent approval means that the school will continue to use distance education as a modality after emergency approvals are terminated. In most cases, this means you will seek permanent approval with the accrediting agency, USED, and the licensing agency, as required. The fee is \$100 per program approval.

10. Mail the original and fee (if required) to the SCHEV office:

State Council of Higher Education for Virginia

James Monroe Building

101 N. 14 St - 10th Floor

Richmond, VA 23219

ATT: Distance Education Approvals