

NorthWest Arkansas Community College Administrative Policies and Procedures

Distance Learning 3-5-4

NorthWest Arkansas Community College has adopted the following policy for distance learning at the College.

1. Student Access

A. Requirements: Distance learning students will be subject to the same admission, registration, and prerequisite requirements as traditional students.

- B. Tuition & Fees: Students taking distance learning classes will be charged the normal tuition based on residency status, plus an additional technology fee. Distance learning students will be subject to all other NorthWest Arkansas Community College fees but will be exempt from those that are charged for specific on-campus services.
- C. Support Services: Northwest Arkansas Community College will ensure that students enrolled in distance learning classes have access to the equivalent resources and services available to students in the same class on the College campus. Student accommodations required by the Americans with Disabilities Act [ADA] will be provided as required by law.
- 2. Distance Learning Course Development
- A. Distance Learning courses may be developed by qualified faculty upon approval by the division Dean and the Vice President for Student Learning. The faculty developer must be trained in best practices for course development, and work with an assigned mentor during the development period. The completed course must be reviewed and final approval given by the Vice President for Student Learning before the course is released for student use.
- B. Faculty may be compensated for distance learning course development. Instructors who wish to be compensated must request approval in advance from the division Dean and the Vice President of Student Learning.
- C. If the class is a new course never before taught at NWACC, the course is subject to the approval of the college's Curriculum Committee and/or the Arkansas Department of Higher Education.



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D. For new compressed video classes, a written agreement must be entered into between NWACC and the remote site. Video classes received from other sites will require the Vice President for Student Learning's approval and approval from the corresponding College division.

3. Competition:

NorthWest Arkansas Community College will not knowingly compete with the offerings of other state supported educational institutions in Arkansas in their immediate locations. Video courses from other institutions that compete with College offerings will not be accepted unless permitted by the Vice President for Student Learning or the College President.

4. Cooperative Agreements:

All cooperative agreements related to distance learning between NorthWest Arkansas Community College and other institutions will be negotiated according to the standard College procedures for such agreements. The Vice President for Student Learning must approve any cooperative agreement which use distance learning facilities at the College.

Adopted: September, 2000

Revised: 2002

Revised: May, 2006

Revised: March, 2009