

University of Mississippi School of Law
Distance Education Policy
(adopted and effective Oct. 20, 2021)

(a) A distance education course (“DE Course”) is one in which students are separated from the instructor or each other for more than one-third of the instruction, and the instruction involves the use of technology to support regular and substantive interaction among students and between the students and the instructor, either synchronously or asynchronously.

(b) Credit for a DE Course shall be awarded only if the course satisfies the following requirements:

- 1) there is opportunity for regular and substantive interaction between the instructor and each student and among students;
- 2) there is regular monitoring of student effort by the instructor and opportunity for communication about that effort;
- 3) the learning outcomes for the course are consistent with Standard 302 (Learning Outcomes);
- 4) the School of Law supports the technology that will be used, the instructor offering the class has sufficient facility in the use of the technology, and there is ample opportunity for training students to use the technology;
- 5) the instructor will be reasonably available to students either in person or through technology;
- 6) the instructor will use an effective process for verifying the identity of students taking distance education courses and that process will protect student privacy;
- 7) the instructor will take appropriate measures to ensure academic honesty in the course assessments including, for example, examination proctoring if the examination is to be a closed book examination;
- 8) the course complies with the University’s Attendance Policy for Online Education, which is attached to this policy at Appendix A; and
- 9) the review process in paragraph (e) has been completed.

(c) If any additional charges are associated with verification of students’ identity, students shall be notified no later than the time of registration or enrollment.

(d) A student shall not count more than 30 distance education credit hours toward the credit hours required for the J.D. degree. No more than 10 of a student’s first 30 credit hours may be distance education credit hours.

(e) For any DE Course that was not offered prior to March 2020, the primary instructor for a DE Course shall submit a completed DE Course Proposal (see attached), to the Registrar, who shall submit the Proposal to the Curriculum & Practices Committee (“Committee”), for review by both before the Course is offered. The Committee shall review and either reject the Proposal or recommend approval to the faculty.

Distance Education Course Proposal

A completed Distance Education Course Proposal shall be submitted to the Registrar, who will submit the Proposal to the Curriculum & Practices Committee. If the proposed distance education course (DE Course) has not previously been approved as a non-DE Course, the Proposal shall be submitted with a Request to Add, Change, or Delete a Course form.

1) DE Course Name:

2) Name and Number of previously approved non-DE version of the DE Course (mark "N/A" if the course had not previously been approved and attach a Request to Add, Change, or Delete Course form):

3) Describe how you will provide an opportunity for regular and substantive interactions between you and your students (submit separate page as needed):¹

4) Describe how you will monitor student effort provide an opportunity for communication about that effort (submit separate page as needed):²

¹ See 34 C.F.R. §600.2 (defining "distance education" as "providing the opportunity for substantive interactions with the student on a predictable and scheduled basis commensurate with the length of time and the amount of content in the course or competency" and "monitoring the student's academic engagement and success and ensuring that an 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 by the student").

² *Id.*

5) Describe the online aspects of the DE Course other than those discussed above:

Primary Instructor Signature

Date

Appendix A

Attendance Policy for Online Education

Policy as of October 7, 2021.

The University of Mississippi

Attendance Policy for Online Education

The following statements elaborate upon the University of Mississippi's general attendance policy stated in the Catalog and apply to courses that are delivered online.

The University of Mississippi believes that students must attend class if they are to be well prepared for the workplace. Online courses are no different from traditional classroom courses in this regard. Online students are subject to the same attendance policy and procedures as traditional students. However, participation is defined in a different manner.

Student attendance in online courses is defined as **active participation** in the course as described in the individual course syllabus. Unlike Individual Study or iStudy courses, online courses will, at a minimum, have weekly mechanisms for student participation no more frequently than daily, which can be documented by any or all of the following methods:

- Completion of tests or quizzes
- Discussion forums
- Submission/completion of assignments
- Communication with the instructor
- Or other course participation

Having these weekly mechanisms in place requires that students attend class each week or as specified in the syllabus. *The student is solely responsible for checking updates related to the course.* If a student fails to meet attendance requirements as stated in the syllabus, he or she will be given an absence. Aside from the learning opportunities missed due to absences from class, there are cases when a class absence or multiple absences may result in a student being dropped from a course. See the course syllabus and the University of Mississippi's policy on Credits and Grades for more information. In case of an anticipated absence, such as military deployment, a student should contact the instructor in advance.

Note: Nonattendance may affect financial aid resulting in reduction of aid, financial aid probation or financial aid suspension. Refer to the Office Financial Aid for more information.