

## **CP 5.1.16**

### **Distance Education Monitoring**

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***Related Board of Trustee Policy: BP 5.1.16***

***Responsible Official***     *Director of Distance Education*  
***Approvals***                 *10/17/08*  
***Revision***

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### **Procedure**

1. Students must attend an orientation session prior to enrolling in any Distance Education class and a record of that attendance is kept by the Director of Distance Education for documentation purposes.
2. Distance Education students must complete their first assignment, prior to the 10% point of the class.
3. In addition, for the duration of the course, Distance Education students are monitored periodically by their instructor and the Director of Distance Education to make certain they are working in their Distance Education course(s). This is documented electronically using the course statistical data feature in the template of their course.
4. If a student does not complete class assignments by the due dates their grade may be adversely affected. Also, after the instructor (or the Director of Distance Education) has made an attempt to contact a student and no reply is received from the student within two weeks, the student will be dropped from the course.