High Quality Distance Learning Program Checklist

Distance learning programs can vary drastically from school to school. This checklist is a tool to help you identify some of the key factors you should consider when choosing a program. It is not a comprehensive list, but it will give you a good start.

Program and Services:

1) Is this distance learning program accredited by one of the major national accrediting associations?

2) What distance learning student support services are offered?
   - Advising
   - Career counseling
   - Library services
   - Online admissions and registration
   - Student support helpline
   - Technical support

3) How does the school define distance learning? You might be surprised at the differences!
   a) Asynchronous courses with no required meeting times or residency (on-site) requirements
   b) Hybrid online and/or video-based courses with some on-site requirements
   c) Site-based two-way interactive television courses
   d) Site-based courses taught at off-campus sites
   e) Weekend College—attend classes at a site on weekends or one-weekend a month
   f) Campus based courses with some online component

4) How long will it take to complete a course?

5) How are courses delivered?
   - Online
   - Videotapes or video streaming
   - Interactive television or satellite downlink
   - Print materials
   - Classroom
   - Other _______________________

6) What are the minimum technology requirements?
   - Your computer skill level
   - Computer hardware and software requirements
   - Minimum Internet connection speed
The Distance Learning Community

1) Who are the course instructors?
   - Same as on campus
   - Department approved

2) Are instructors accessible?
   - E-mail
   - Phone
   - Assignment processing time
   - Response time

3) Are student support staff responsive?

4) What opportunities are there for getting to know and interact with other distance students?