

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

Assignment processing time

Phone

Response time

3) Are student support staff responsive?

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