

Lewis & Clark Distance Education Policy

1. Purpose.

This policy is designed to guide Lewis & Clark Law School in the development, delivery, and granting of credit for distance education, in accordance with the requirements of the American Bar Association's Standards.

2. Definitions

2.1 Distance Education. Distance Education is a course in which students are separated from the faculty member 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 faculty member, either synchronously or asynchronously.

2.2 Distance Education Course (Course). A Course is a discrete product of developed material, including, but not limited to, syllabi, introductory material, articulated learning goals, assigned materials, assignments, and assessment mechanisms. A Course is a complete unit that may be taught multiple times.

2.3 Distance Education Class (Class). A Class is the version of a Course that is delivered by a Teaching Faculty member and taught to students. There may be multiple Classes for a single course. Classes may be delivered either asynchronously, synchronously, or as a hybrid version.

2.4 Teaching Faculty. A Teaching Faculty member is a person who executes and delivers a Class. Teaching Faculty interact with students, provide feedback, assessment, and other appropriate material.

2.5 Asynchronous. An asynchronous course is one in which the instruction is delivered at one time and the work can be done at a different time. In asynchronous classes, students and teachers use e-mail, discussion boards, listservs, wikis, and other technologies, which allow them to communicate without having to be in the same virtual or physical space at the same time.

2.6 Synchronous. A synchronous class is one in which Teaching Faculty and students are in different physical locations, but conduct two-way communication with virtually no time delay, allowing participants to respond in real time.

2.7 Hybrid or Blended. A hybrid or blended Class is one that includes both live, in-person sessions and additional asynchronous and / or synchronous Distance Education sessions.

3.0 Courses

3.1 Each Course developed to be delivered through Distance Education by the Law School will be designed to utilize the technological resources available at Lewis & Clark, supportable by the institution, and reasonably available to student populations.

3.2 Each Course will maintain outcome standards consistent with ABA Standard 302.

3.3 Each Course will provide faculty instruction and student work per credit hour that is consistent with ABA standards and Lewis & Clark credit policy.

3.4 Each Course will include sufficient interactive tools and course design elements that allow faculty and students interactive opportunities that equal or exceed the interaction found in a traditional classroom setting.

3.5 All Courses offered by Lewis & Clark Law School must be approved in accordance with the Law School's normal approval process, including an evaluation of the academic content, the method of course delivery, and the method of evaluating student performance, even if the Course is already offered in the residential program.

3.6 The Law School will establish a policy for verifying the identity of students enrolling in Distance Education Courses that also protects student privacy. If any additional charges are associated with verification of student identity, students will be notified at the time of enrollment or registration.

4.0 Classes

4.1 All Classes will meet the minimum design requirements of Courses described in section 3, Courses, above.

4.2 Each Class will protect student privacy according to federal and institutional Family Education Rights and Privacy Act (FERPA), and Health Insurance Portability and Accountability Act (HIPPA) guidelines. All Distance Education Classes will be provided through secure websites, and all required course elements that require student identification will be limited to those websites.

4.3 Each Class will require students to have, at minimum, a unique login and password, issued to the student through the Law School's standard student verification protocols.

4.4 All required examinations will be administered through available technological means in order to verify that the student who registers for a Course is the same student that participates and takes examinations.

4.5 Teaching Faculty are expected to use appropriate methods to check for plagiarism.

5.0 Faculty

5.1 Teaching Faculty members who develop a Course, or who teach one or more Classes, will participate in mandatory technology and Distance Education orientation.

5.2 Teaching Faculty will respond in a timely fashion to student questions and concerns, and they will state in written materials (such as a syllabus) what their response time is likely to be (e.g., 24 hours). Teaching Faculty will alert students in advance if it appears that they will deviate materially from that response time.

5.3 In accordance with ABA Standard 306, Teaching Faculty will provide regular monitoring of student effort and progress on a regular basis and take steps to intervene as needed.

6.0 Student

6.1 All students who participate in a Course must participate in a mandatory orientation program, which will, at minimum, train students in technology used and Distance Education protocols appropriate to the Course.

6.2 Students may take no more than 6 credits via Distance Education towards the J.D. degree at Lewis & Clark. If all the provisions of this policy are met, those credits will count toward the 64 credit hours of regularly scheduled classroom sessions or direct faculty instruction required by ABA Standard 310(b).

6.3 In accordance with ABA Standard 306, students in a J.D. program must have completed instruction equivalent to 28 credit hours toward the J.D. degree prior to being enrolled in a Distance Education Course.

6.4 All student work that occurs in a Distance Education Course may be monitored and reviewed by the Teaching Faculty, and other Lewis & Clark personnel as necessary for the delivery of the Course.

6.5 All Distance Education students will abide by the law school's honor code in all Classes, and in all other relevant aspects of the Distance Education program. The Lewis & Clark student handbook and Distance Learning policy will be posted online and Distance Education students will be required to read and acknowledge the contents.

6.6 In addition to complying with the standards above, Lewis & Clark J.D. students may enroll in Distance Education courses offered at other ABA-approved law schools only with prior permission of Lewis & Clark's Associate Dean of Students, and only when the law school offering the course has in place a policy that encompasses the same or similar requirements as this policy.

6.7 Lewis & Clark LL.M. and MSL students may only take Distance Education courses through Lewis & Clark, and must seek approval from the appropriate program director prior to enrollment. A

maximum of 4 credits from Distance Education Courses can be applied to an MSL or LL.M degree at Lewis & Clark.

7.0 Oversight and Administration.

7.1 The Law School will provide students access to financial aid, business offices, learning support, library, student services, and other services comparable to those provided to residential students, as needed.

7.2 The Distance Education program will provide reasonable accommodation opportunities to comply with the Americans with Disabilities Act requirements and all relevant Lewis & Clark policies.

7.3 The administration of the Distance Education program is the responsibility of the Associate Dean of Student Affairs at Lewis & Clark Law School. All policies of the Law School apply to the Distance Education program, unless otherwise provided.