

# PRINCIPLES OF GOOD PRACTICE FOR ELECTRONICALLY OFFERED ACADEMIC CERTIFICATE PROGRAMS

## CURRICULUM AND INSTRUCTION

- An electronically offered certificate program is coherent and complete.
- The program provides for either real-time or delayed interaction between faculty and students and among students.
- Each program of study results in learning outcomes appropriate to the rigor and breadth of the certificate awarded.
- Qualified faculty provide appropriate oversight of the program electronically offered.

## INSTITUTIONAL CONTEXT AND COMMITMENT

### *Role and Mission*

- The program is consistent with the institution's role and mission.
- Review and approval processes ensure the appropriateness of the technology being used to meet the program's objectives.

### *Faculty Support*

- The program provides training for faculty who teach via the use of technology.
- The program provides faculty support services specifically related to teaching via an electronic system.

### *Resources for Learning*

- The program ensures that appropriate learning resources are available to students.

### *Students and Student Services*

- Advertising, recruiting, and admissions materials clearly and accurately represent the program and the services available.
- The program provides students with clear, complete, and timely information on the curriculum and course requirements, nature of faculty/student interaction, assumptions about technological competence and skills, technical equipment requirements, availability of academic support services and financial aid resources, and costs and payment policies.

- Accepted students have the background, knowledge, and technical skills needed to undertake the program.
- Enrolled students have reasonable and adequate access to the range of student services appropriate to support their learning.

***Commitment to Support***

- Policies for faculty evaluation include appropriate consideration of teaching and scholarly activities related to electronically offered programs.
- The institution demonstrates a commitment to ongoing support, both financial and technical, and to continuation of the program for a period sufficient to enable students to complete a certificate/diploma.

***Evaluation and Assessment***

- The institution evaluates the program's educational effectiveness, including assessments of student learning outcomes, student retention, and student and faculty satisfaction. Students have access to such program evaluation data.
- The institution provides for assessment and documentation of student achievement in each course and at completion of the program.