

# Rubric for Letter on Compliance with Principles of Good Practice

*Campuses should address each of the points below (pulled from the Principles of Good Practice Document). In constructing your letter please speak to how you are accomplishing this on your campus and provide an example when applicable.*

<i>Included and Complete</i>	<i>Included but Incomplete</i>	<i>Not Discussed</i>	
<b>Required Areas to Address in Letter on Compliance with Principles with Regard to Curriculum and Instruction</b>			
			Each program or course of study results in learning appropriate to the rigor and breadth of the degree or certificate awarded.
			A degree or certificate program or course offered electronically is coherent and complete.
			The course or program provides for appropriate interaction between faculty and students and among students.
			Qualified faculty provide appropriate supervision of the program or course that is offered electronically.
			Academic standards for all programs or courses offered electronically are the same as those for other courses delivered at the institution where the programs originate.
			Student learning in programs or courses delivered electronically should be comparable to student learning in programs or courses offered at the campus where the programs originate.
<b>Required Areas to Address in Letter on Compliance with Principles with Regard to Institutional Context and Commitment</b>			
			The program or course is consistent with the institution's role and mission.
			Review and approval processes ensure the appropriateness of the technology being used to meet program or course objectives.
			The program or course provides students with clear, complete and timely information on the curriculum, course and degree requirements, nature of faculty/student interaction, prerequisite technology competencies and skills, technical equipment requirements, availability of academic support services, financial aid resources, and costs and payment policies.
			Enrolled students have reasonable and adequate access to student services and resources appropriate to support their learning.
			The institution has admission/acceptance criteria to assess whether the student has the background, knowledge and technical skills required for undertaking the course or program.
			Advertising, recruiting and admissions materials clearly and accurately represent the program and the services available.
			The program or course ensures that appropriate learning resources are available to students.
			The program or course evaluates the adequacy of access to learning resources and the cost to students for access to those resources. It also documents the use of electronic resources.
			Policies for faculty evaluation include appropriate recognition of teaching and scholarly activities related to programs or courses offered electronically.
			The institution demonstrates a commitment to ongoing support, both financial and technical, and to continuation of the program or course for a period sufficient for students to complete a degree or certificate.
<b>Required Areas to Address in Letter on Compliance with Principles with Regard to Evaluation and Assessment</b>			
			The institution evaluates program and course effectiveness, including assessments of student learning, student retention and student and faculty satisfaction.
			At the completion of the program or course, the institution provides for assessment and documentation of student achievement in each course.
			Program or course announcements and electronic catalog entries provide appropriate information.