



UTAH VALLEY UNIVERSITY Policies and Procedures

POLICY TITLE	Regular and Substantive Interaction (TEMPORARY)	Policy Number	616
Section	Academics	Approval Date	November 7, 2024
Subsection	Instruction and Curriculum	Effective Date	November 7, 2024
Responsible Office	Office the Provost/Senior Vice President of Academic Affairs		

1.0 PURPOSE

1.1 UVU is committed to providing quality instruction and engaging experiences to all students, regardless of their learning modality. This policy applies to all for-credit offerings for fully online modalities. This policy addresses the requirements for regular and substantive interaction between instructors and students in distance learning courses in accordance with the United States Department of Education (USDE) and the Northwest Commission on Colleges and Universities (NWCCU).

2.0 REFERENCES

2.1 *Institutional Eligibility Under the Higher Education Act of 1965*, as amended, 34 CFR § 600.2

2.2 NWCCU Policy *Distance Education* (2021)

2.3 Policy 601 *Classroom Management*

2.4 Policy 635 *Faculty Rights and Professional Responsibilities*

3.0 DEFINITIONS

3.1 Regular interaction: Providing substantive interactions with the student on a predictable and scheduled basis commensurate with a course’s time length and content in the course or competency; monitoring the student’s academic engagement and success; and ensuring an instructor is responsible for promptly and proactively engaging with the student when needed on the basis of this monitoring, or upon request by the student; interaction between a student and an instructor, prior to the student’s completion of a course or competency, as outlined in subsections (5)(i) through (ii) of the definition of “distance education” provided at 34 CFR § 600.2.

3.2 Substantive interaction: Engaging students in teaching, learning, and assessment, consistent with the content under discussion, which also includes at least two methods listed under



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subsections (4)(i) through (v) of the definition of “distance education” provided at 34 CFR § 600.2:

- 1) Providing direct instruction;
- 2) Assessing or providing feedback on a student's coursework;
- 3) Providing information or responding to questions about the content of a course or competency;
- 4) Facilitating a group discussion regarding the content of a course or competency; or
- 5) Other instructional activities approved by the institution's or program's accrediting agency.

3.3 Distance education: Education that uses one or more of the technologies listed in subsections (2)(i) through (iv) of the definition of “distance education” provided at 34 CFR § 600.2, to deliver instruction to students who are separated from the instructors and to support regular and substantive interaction between the students and the instructors, either synchronously or asynchronously:

- 1) The internet;
- 2) One-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices;
- 3) Audio conference; or
- 4) Other media used in a course in conjunction with the technologies listed above.

4.0 POLICY

4.1 The primary purpose of this policy is to ensure that students completing coursework in an online modality have regular and substantive interactions with their instructor. Regular and substantive interaction ensures that there is sufficient engagement between an instructor and a student. To support this educational objective, the Office of Academic Affairs provides the necessary practices to verify that instructors have regular and substantive interactions with their students.

4.2 The Office of Academic Affairs is responsible for ensuring all courses, for which students may use federal financial aid, offered through distance education incorporate regular and substantive interactions.



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4.3 The Office of Teaching and Learning (OTL) is responsible for ensuring instructors who design or teach a distance education course in online modalities, are knowledgeable about and can implement regular and substantive interactions through training. OTL is also responsible for verifying that instructors include regular and substantive interaction into the design of distance education courses.

4.4 Deans and department chairs are responsible for verifying that instructors teaching online courses facilitate regular and substantive interaction between instructors and students.

4.5 The Office of Academic Affairs shall facilitate the collection and distribution of relevant data and institute a process for schools/colleges to verify compliance with regular and substantive interaction.

4.6 Instructors who design distance education courses are responsible for designing such courses to include regular and substantive interactions. Instructors who teach distance education courses are responsible for engaging in regular and substantive interaction with students in those courses.

4.7 Academic leaders are responsible for adhering to the regulatory requirements set forth by the USDE and NWCCU, as well as this policy, to ensure their instructors maintain regular and substantive interactions with students.

5.0 PROCEDURES

5.1 OTL will provide ongoing training and development for instructors, focusing on course design and ensuring regular and substantive interaction.

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity
October 28, 2024	Temporary policy approved.	President's Council
November 7, 2024	Temporary policy approved.	UVU Board of Trustees