



UTAH VALLEY UNIVERSITY

Policies and Procedures

Proposed Policy Number and Title: 616 Regular and Substantive Interaction		
Current Policy Number and Title: 616 Regular and Substantive Interaction (Temporary)		
Approval Process*		
<input checked="" type="checkbox"/> Regular	<input type="checkbox"/> Temporary	<input type="checkbox"/> Compliance Change
<input checked="" type="checkbox"/> New	<input type="checkbox"/> New	<input type="checkbox"/> New
<input type="checkbox"/> Revision	<input type="checkbox"/> Revision	<input type="checkbox"/> Revision—Limited Scope
<input type="checkbox"/> Revision—Limited Scope	<input type="checkbox"/> Revision—Limited Scope	<input type="checkbox"/> Deletion
<input type="checkbox"/> Deletion		
*See UVU Policy 101 <i>Policy Governing Policies</i> for process details.		

Draft Number and Date:	Stage 2 Regular, February 13, 2025
President's Council Sponsor:	Wayne Vaught
Policy Steward:	Laurie Sharp

POLICY APPROVAL PROCESS DATES		
REGULAR	TEMPORARY	COMPLIANCE
Drafting and Revision Entrance Date: 12/12/2024	Drafting and Revision Entrance Date: _____	President's Council Approval Approval Date: _____
University Entities Review Entrance Date: 2/13/2025 Close Feedback: 4/10/2025	Board of Trustees Review Entrance Date: _____ Approval Date: _____	Board of Trustees Ratification Ratification Date: _____
Board of Trustees Review Entrance Date: _____ Approval Date: _____		



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POLICY TITLE	Regular and Substantive Interaction	Policy Number	616
Section	Academics	Approval Date	
Subsection	Instruction and Curriculum	Effective Date	
Responsible Office	Office of the Provost/Senior Vice President of Academic Affairs	Last Review	

1.0 PURPOSE

1.1 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 C.F.R. § 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 subsections (4)(i) through (v) of the definition of "distance education" provided at 34 CFR § 600.2:



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- 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, via

- 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.

3.4 Correspondence course: A course provided by an institution through which the institution provides instructional materials, by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructors. Interaction between instructors and students in a correspondence course is limited, is not regular and substantive, and is primarily initiated by the student. A correspondence course is not distance education.

4.0 POLICY

4.1 Regular and substantive interaction must occur in all for-credit offerings for which students may use federal financial aid that are delivered at the University via (1) fully online or (2) livestream and online modalities.

4.2 Distance education courses at UVU do not include correspondence courses.

4.3 The Office of Academic Affairs is responsible for ensuring all distance education courses comply with regular and substantive interaction requirements.



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

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

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 The interactions of instructional assistants, supplemental instructors, and others who are not the instructor of record do not count towards regular and substantive interaction

5.0 PROCEDURES

5.1 The Office of Academic Affairs will send an annual notice to instructors teaching distance education courses to remind them of this policy and its requirements.

5.2 The Office of Teaching and Learning (OTL) is responsible for ensuring instructors who design or teach a distance education course are knowledgeable about and can implement regular and substantive interactions through professional development.

5.3 Disputes about and noncompliance with regular and substantive interaction requirements shall be reported to the Deputy Provost.

5.4 Violation of the University's policy to comply with regular and substantive interaction requirements could result in disciplinary action of employees, up to termination of employment, as well as suspension and financial loss of online courses found in violation of this policy. Any disciplinary actions will follow established university policy and procedures. If the University fails to comply with regular and substantive interaction requirements, it could potentially lose eligibility for Title IV funds and could be required to return financial aid disbursed for courses found in violation.

POLICY HISTORY

Date of Last Formal Review: [Click here to enter a date.](#)

Due Date of Next Review: [Click here to enter a date.](#)

Date of Last Action	Action Taken	Authorizing Entity
	New policy approved in regular process	UVU Board of Trustees

*More information on the formal review can be found in Policy 101 section 4.7.3.



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POLICY TITLE	Regular and Substantive Interaction (TEMPORARY)	Policy Number	616
Section	Academics	Approval Date	October 28, 2024
Subsection	Instruction and Curriculum	Effective Date	October 28, 2024
Responsible Office	Office the Provost/Senior Vice President of Academic Affairs		

1.0 PURPOSE

~~1.2 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

~~2.5 Institutional Eligibility Under the Higher Education Act of 1965, as amended, 34 CFR § 600.2~~

~~2.6 NWCCU Policy Distance Education (2021)~~

~~2.7 Policy 601 Classroom Management~~

~~2.8 Policy 635 Faculty Rights and Professional Responsibilities~~

3.0 DEFINITIONS

~~3.5 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.~~

~~3.6 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.

3.7 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

4.8 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.

4.9 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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~~4.10 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.~~

~~4.11 Deans and department chairs are responsible for verifying that instructors teaching online courses facilitate regular and substantive interaction between instructors and students.~~

~~4.12 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.~~

~~4.13 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.~~

~~4.14 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

~~5.5 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



POLICY 616 EXECUTIVE SUMMARY

Policy Number and Title: 616 Regular and Substantive Interaction

Date: February 13, 2025

Sponsor: Wayne Vaught

Steward(s): Laurie Sharp

Policy Process: Regular

Policy Action: New

Policy Office Editor: Cara O’Sullivan

Embedded Attorney: N/A

Issues/Concerns (including fiscal, legal, and compliance impact):

In October 2024, we created the temporary version of this new policy in response to the NWCCU recommendation that to comply with federal law, the University needed to implement a policy that 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).

Suggested Changes:

N/A

Requested Approval from President’s Council: Entrance to Stage 1

Proposed Drafting Committee: Laurie Sharp, Kat Brown, Justin Atkins, Seth Gurell, Nizhone Mesa, Lakshmi Viswanath

Target Date for Stage 1 Draft to Enter Stage 2: TBD

Target Date for Board of Trustees Review: TBD



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EQUITY ASSESSMENT COMMITTEE (EAC) FORM

Policy Number and Title: 616 Regular and Substantive Interaction

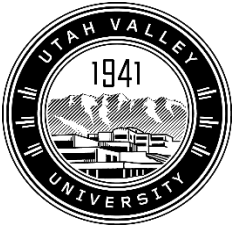
Sponsor: Wayne Vaught
Steward(s): Laurie Sharp
EAC Review: January 13, 2025
Owner Review: January 13, 2025

UVU Scope (Groups Impacted):

Adult learners	Pregnancy, pregnancy-related conditions
Age (40+)	Race and ethnicity
Color	Religion, spirituality, and worldviews
First-generation student status	Sex, gender identity, and gender expression
Individuals with apparent or non-apparent disabilities	Sexual orientation
National origin and citizenship status	Socioeconomic status
	Veteran status (including uniformed military status)

Note: This form is for internal use only by the EAC and policy owners (sponsors, stewards, and coordinators). This form captures general equity concerns and those that impact the specific groups listed. This form will accompany the Stage 2 draft.

Section	Groups Impacted	General Equity	Equity Concern	Recommendation	Policy Owner Proposed Solution
			No equity concerns noted.		



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SUMMARY OF COMMENTS (STAGE 2)			
Policy Number and Title: 616 Regular and Substantive Interaction			
Sponsor:		Wayne Vaught	
Steward(s):		Laurie Sharp	
UVUSA	Academic Affairs Council	Faculty Senate	PACE
Date Presented: _____	Date Presented: _____	Date Presented: _____	Date Presented: _____

Note: Indicate with X whether the comment is editorial (grammar, punctuation, sentence structure) or is a substance comment (content, procedure, etc.)

Campus Entity	Policy Section	Editorial Comment	Substance Comment	Concern	Sponsor/Steward Response