



UTAH VALLEY UNIVERSITY

Policies and Procedures

POLICY TITLE	Regular and Substantive Interaction	Policy Number	616
Section	Academics	Approval Date	June 18, 2025
Subsection	Instruction and Curriculum	Effective Date	June 18, 2025
Responsible Office	Office of the Provost/Senior Vice President of Academic Affairs	Last Review	June 18, 2025

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: As outlined in subsections (5)(i) through (ii) of the definition for “distance education” in 34 CFR §600.2, an institution ensures regular interaction between a student and an instructor or instructors by, prior to the student's completion of a course or competency by

3.1.1 providing the opportunity for substantive interactions with the student on a predictable and scheduled basis commensurate with the length of time and the amount of content in the course or competency; and

3.1.2 monitoring the student's academic engagement and success and ensuring that an instructor is responsible for promptly and proactively engaging in substantive interaction with the student when needed on the basis of such monitoring, or upon request by the student.



UTAH VALLEY UNIVERSITY

Policies and Procedures

3.2 Substantive interaction: As outlined in subsections (4)(i) through (v) of the definition for “distance education” in 34 CFR § 600.2, substantive interaction is engaging students in teaching, learning, and assessment, consistent with the content under discussion, and also includes at least two of the following:

3.2.1 Providing direct instruction

3.2.2 Assessing or providing feedback on a student's coursework

3.2.3 Providing information or responding to questions about the content of a course or competency

3.2.4 Facilitating a group discussion regarding the content of a course or competency

3.2.5 Other instructional activities approved by the institution's or program's accrediting agency

3.3 Distance education: As outlined in subsections (2)(i) through (iv) of the definition for “distance education” in CFR § 600.2, education that uses one or more of the technologies listed to deliver instruction to students who are separated from the instructor or instructors and to support regular and substantive interaction between the students and the instructor or instructors, either synchronously or asynchronously. The technologies that may be used to offer distance education include

3.3.1 The internet

3.3.2 One-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices

3.3.3 Audio conference

3.3.4 Other media used in a course in conjunction with any of the technologies listed

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 distance education at the University.

4.2 Distance education at the University are any scheduling types that meet the definition of 34 C.F.R. § 600.2.



UTAH VALLEY UNIVERSITY

Policies and Procedures

4.3 Distance education courses at UVU cannot be correspondence courses.

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

4.5 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.

4.6 Department chairs are responsible for addressing concerns that arise concerning regular and substantive interaction between instructors and students. Ongoing concerns may be elevated to the dean's office.

4.7 While the work of instructional assistants, supplemental instructors, and others who are not the instructor of record can contribute to student learning and a positive class environment (or successful class), such interactions do not relieve the instructor of record from their obligation to engage in regular and substantive interaction with students.

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 Academic Affairs will designate responsible units that instructors who design or teach distance education courses provide regular and substantive interactions with students.

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

5.4 Violation of this policy 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.



UTAH VALLEY UNIVERSITY

Policies and Procedures

POLICY HISTORY		
Date of Last Formal Review: June 18, 2025		
Due Date of Next Review: June 18, 2030		
Date of Last Action	Action Taken	Authorizing Entity
June 18, 2025	New policy approved in regular process	UVU Board of Trustees