

SOUTHERN REGIONAL EDUCATION BOARD  
Educational Technology Cooperative

Southern Regional Electronic Campus Common Standards

The Southern Regional Electronic Campus Common Standards are a set of guidelines for states and colleges and universities participating in the regional program. The Common Standards are based upon and support the *Principles of Good Practice*. The Common Standards are designed to assist colleges and universities and state agencies in undertaking review of programs and courses being proposed for inclusion in the Southern Regional Electronic Campus (SREC). Further, this review process will provide participating states, the SREB and ultimately the students in the region an assurance that programs and courses listed in the SREC Electronic Directory meet a set of commonly-accepted standards. Although many of these standards normally apply to courses and programs offered by colleges and universities, it is the intent of the SREC to emphasize that these standards are essential to new methods of electronic delivery.

The Common Standards were developed from a review and analysis of SREB member states' approval criteria. The standards are presented as a "threshold" for program and course integrity, quality and the commitment of the offering colleges and universities to these objectives.

A college and university submitting a program or course proposal for inclusion in the SREC to its state higher education agency should use the Common Standards as a guideline in preparing its proposal. The institution will be required to provide course or program information electronically to SREB that will be published on the SREB Electronic Directory. It will also be required to provide other course/program and related information on an institution's website or suitable "user friendly" alternative format. The SREB Southern Regional Electronic Campus Course Directory information document lists the essential information for a course or program to be eligible for inclusion in the Southern Regional Electronic Campus.

## Requirements for Participation in the Southern Regional Electronic Campus

1. The program or course offered electronically is provided by or through a college or university that is accredited by a regional-accrediting body and authorized to operate in the state where the program or course originates.
2. Institutions offering programs or for-credit courses or programs meet their own home state approval requirements before students enroll through the Electronic Campus.
3. The institution's programs and courses holding specialized accreditation meet the same requirements when offered electronically.
4. The "institution" may be a single institution or a formal consortium of such institutions. All participating institutions must meet these requirements.
5. These requirements are generally applicable to degree or certificate programs and to courses offered for academic credit.
6. It is the institution's responsibility to review all courses and programs it provides electronically on a regular basis and to maintain continued compliance with these requirements.
7. The appropriate state agency in the state where courses and programs originate will coordinate participation in the Southern Regional Electronic Campus.
8. In lieu of other state regulations or policies, participating states agree to accept the decision of the state where the offering institution is located and that the institution meets *the Principles of Good Practice*.
9. The institution will provide specified course or program information electronically to SREB that will be published on the SREB Electronic Directory.
10. The institution will provide other course or program and related information on an institution's website or suitable "user friendly" alternative format each semester.

Each course or program proposal shall meet the following standards:

## CURRICULUM AND INSTRUCTION

### Learning Results

- Program and/or course outcomes are clearly defined and are appropriate for the level of the educational activity.
- Learning results are assessable and consistent with programs and/or courses delivered in traditional learning arrangements.
- Learning results are consistent with the method of program and/or course delivery and learning arrangements.

### Programs and Courses

- Program and/or course activities are part of the institution's approved degree and program curricula.
- Courses are a part of the offering institution's inventory of courses.
- The content, sequence and schedule of courses making up a complete degree program are clearly delineated.

### Faculty

- Instructional faculty is certified by the institution as being faculty with appropriate academic credentials for the level of the instructional activity.
- Adjunct faculty, if utilized, have been reviewed and approved by the institution to ensure they possess a combination of appropriate credentials and experience in the discipline in which instruction is offered.
- The role of teaching assistants, instructional support staff or others in support of faculty in the instructional activity is clearly defined.

### Quality

- A plan to assess the quality and effectiveness of the program and/or course activities on a continuing basis is clearly defined, including:
  - evaluation of faculty,
  - achievement of program/course objectives,
  - the appropriateness of the technology(ies) used,
  - the effectiveness of support services for distance learners, and
  - effective interaction among faculty and students.

## INSTITUTIONAL CONTEXT AND COMMITMENT

### Role and Mission

- The program or course is consistent with the institution's role and mission.
- The institution ensures the appropriateness of the technology being used to meet the program or course objectives.
- The institution demonstrates commitment to electronically-delivered distance learning.
- The institution has policies and procedures that support the course and/or program activity.

### Students

- The institution has appropriate administrative and academic policies for students who enroll in the program or course activity, including:
  - admissions policies,
  - tuition and fee policies,
  - transfer of credit to other institutions,
  - refund policies,
  - financial aid policies,
  - grading policies,
  - academic records management, and
  - any other academic policies affecting the course/program activity and academic integrity.

### Student Services

- The institution clearly defines the nature and scope of services provided for students in the program/course activity, including:
  - Admission,
  - Registration,
  - tuition and fee payments, and any other course or program costs, including technology expenses,
  - textbook/support materials,
  - computing and network access,
  - placement,
  - academic advising,
  - listing of all essential course or program information and requirements,
  - testing/grading/assessment, and
  - collection/distribution of course materials.

### Faculty Support

- The institutional commitment to support faculty engaged in program/course activities is clearly defined, including:
  - access to necessary technologies and communications materials,
  - training in the use of instructional technology to serve students at a distance, and
  - adequate support for serving the number of students participating in the program/course activity.

### Resources for Learning

- The institutional strategy for providing an appropriate level of learning resources for students in the program/course activities is clearly stated, including:
  - student access to library and learning resources necessary for the program/course activity (including where the materials are, how they can be accessed or acquired and how the institution will support student access),
  - instruction or training in how to access and utilize library resources and services, and
  - student access to and skills to operate the necessary institutional technology.

### Commitment to Support

- The institution clearly states its commitment to support the instructional program/activity to its conclusion.
- The institution has the financial resources necessary to support the program and/or course activity.

## EVALUATION AND ASSESSMENT

### Assessment Plan

- The institution has a plan for the assessment of academic courses and programs and student learning.

### Evaluation

- The institution uses appropriate evaluation measures consistent with its assessment plan.
- Evaluation activities will include means to assess effective student learning for coursework delivered through electronic technology.

### Consumer Information

- The institution will provide all prospective students full information on the program or course activity in a document or documents published or otherwise made available to the public.
- Program, and/or course announcements and promotional information, are clear and complete in describing the instructional activity.

SREB Southern Regional Electronic Campus  
Statement of Review and Commitment  
Common Standards

This course or program has been reviewed against the Common Standards and meets the *Principles of Good Practice for Academic Degree and Certificate Programs and Credit Courses Offered Electronically.*

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(Course Title and Number)

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(Institution)

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(Institutional Representative Signature) (Date)

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(Print or Type Representative Name and Title)

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(State Higher Education Agency Representative Signature) (Date)

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(Print or Type Representative Name and Title)