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## **DISTANCE LEARNING COURSES**

### **Background**

While schools have the responsibility to provide instructional programs that ensure students will have an opportunity to meet the provincial graduation requirements and be prepared for entry into the workplace or post-secondary studies, the Division recognizes that circumstances will arise where students may be required to take courses from sources other than the school. The Division, therefore, supports the registration of students in distance learning courses when circumstances dictate such action.

### **Procedures**

1. Students registering in distance learning courses as Home Education students or as Distance Education students are exempt from this Administrative Procedure.
2. Approval for registration in distance learning courses is guided by the provisions of school procedures developed as required in Administrative Procedure 201 – High School Programs.
  - 2.1 Approval of registration in distance learning courses shall be given by the Principal only when the specific course is not offered by the school, or where a timetable conflict restricts the student from completing his/her program of studies.
3. Financial support to students taking approved distance learning courses is provided within the constraints outlined in the procedures.
  - 3.1 Distance learning courses arranged through and authorized by any coordinator or responsible officer of any department established to operate outside of the authority of established Division schools will be supported by the respective budgets of these coordinators or responsible officers.
  - 3.2 Students shall receive reimbursement for correspondence course fees only when:
    - 3.2.1 Approval has been given by the Principal in accordance with school procedures;
    - 3.2.2 The student has completed the approved course; and
    - 3.2.3 Taking the distance learning course is an initial attempt to complete the specific course.
  - 3.3 Students shall receive reimbursement for distance learning course fees upon written application to the Principal and demonstration of compliance with the conditions for reimbursement.
4. Where circumstances dictate that a student take a distance learning course, reasonable instructional assistance and access to learning resources will be provided.

Reference: Section 8, 12.1, 18, 20, 39, 45, 45.1, 60, 61, 113 School Act  
Guide to Education ECS to Grade 12

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