

## Administrative Procedure 230 – Distance Education

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### Background

The Division supports those students endeavoring to further their educational opportunities through Distance Education courses. The following procedures pertain to students taking such courses.

### Procedures

1. Distance Education is recognized as a supplementary and/or alternate form of program delivery in the Division.
2. Applications shall be made through the Principal or counsellor.
3. Because Distance Education courses are assigned the same credit value as classroom-instructed courses, students are expected to apply themselves with the same diligence.
4. Where a student is placed on a Distance Education core course/program by the Principal as the only or preferred alternative, the Principal will provide materials/supplies in accordance with Division procedures.
5. Where a student elects to take a course by Distance Education as a matter of personal choice, a deposit equivalent to the cost of any materials supplied will be charged.
  - 5.1 The fee is payable to the school in advance, by cash, money order or certified cheque.
  - 5.2 Failure to complete the course will result in the entire materials deposit being forfeited.
  - 5.3 Where the student completes all course requirements including the writing of any final examinations, and return of materials (where appropriate), the deposit will be refunded in full.
6. Registration for Distance Education courses will not normally be accepted after April 1 in any school year. However, a student failing a course in the second semester may apply for Distance Education until June 30 for completion during the summer.

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Reference: Section 3, 11, 13, 18, 19, 33, 52, 53, 196, 197, 222 Education Act  
Guide to Education ECS to Grade 12  
Outreach Programs Handbook

Effective: 2021-04-04

Amended: