

**WALLA WALLA COMMUNITY COLLEGE  
CORRESPONDENCE EDUCATION  
ADMINISTRATIVE POLICY 6480**

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**I. POLICY BACKGROUND/PURPOSE**

Walla Walla Community College (WWCC) aims to provide students with flexible, affordable, and quality learning opportunities. WWCC adheres to federal, state, and regional accreditation requirements on correspondence education, including regulations established by the [Code of Federal Regulations 34 CFR 600.2](#) and the [Northwest Commission on Colleges and Universities](#) (NWCCU). WWCC recognizes correspondence education is separate from distance education.

**II. AUTHORITY**

Board Policy 1370; RCW [28B.50.140 \(13\)](#); 34 CFR 600.2, NWCCU.

**III. SCOPE OF POLICY**

This policy applies to all WWCC students and faculty.

**IV. DEFINITIONS**

A. Correspondence Education - Education is provided through one or more courses providing instructional materials, by mail or electronic transmission, including examinations of the materials, to students separated from the instructor. Interaction between the instructor and the student is limited, is not regular and substantive, and is primarily initiated by the student.

**V. POLICY**

- A. Correspondence education is not a recognized method of instruction at WWCC and not classified as distance education.
- B. WWCC also considers a course as correspondence education when a course is part-correspondence and part-residential education.

<p><b>Policy Contact:</b> <u>Vice President, Instruction</u></p> <p><b>Approved by (Department/Body):</b> <u>Dr. Chad Hickox, President</u></p> <p><b>Date Originally Approved:</b> <u>June 21, 2022</u></p> <p><b>Last Reviewed/Revised on:</b> _____</p>
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