

AP 4105 Distance Education

Reference:

Title 5, Sections 55200, et seq.;

34 Code of Federal Regulations Section 602.17 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);

ACCJC Accreditation Standard II.A.1;

WASC/ACS Criterion 1, Indicator 1.6 and Criterion 4, Indicator 4.6

1.0 **Definition:** Distance education means instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology.

2.0 Course Approval

2.1 Each proposed or existing course offered by distance education shall be reviewed and approved separately. Separate approval is mandatory if any portion of the instruction in a course or a course section is designed to be provided through distance education.

2.2 The review and approval of new and existing distance education courses shall follow the curriculum approval procedures outlined in Administrative Procedures 4020, Program and Curriculum Development. Distance education courses shall be approved under the same conditions and criteria as all other courses, and funded according to established campus procedures.

3.0 Certification

3.1 When approving distance education courses, the respective Curriculum Committees and Executive Vice President, Vice President of Instruction, or Provost will certify the following:

3.1.1 **Course Quality Standards:** The same standards of course quality are applied to the distance education courses as are applied to traditional classroom courses.

3.1.2 **Course Quality Determinations:** Determinations and judgments about the quality of the distance education course were made with the full involvement of the academic deans and curriculum committees.

3.1.3 **Instructor Contact:** Each section of the course that is delivered through distance education will include regular effective contact between instructor and students.

4.0 Duration of Approval

4.1 All distance education courses approved under this procedure will continue to be in effect unless there are substantive changes of the course outline.

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- 5.0 Consistent with federal regulations pertaining to federal financial aid eligibility, the District will authenticate or verify that the student who registers in a distance education or correspondence education courses is the same student who participates in and completes the course or program and receives the academic credit. The College President will establish procedures for providing each student at the time of registration, a statement of the process in place to protect student privacy and estimated additional student charges associated with verification of student identity, if any.

- 6.0 The College President/Provost or designee shall utilize one or more of these methods to authenticate or verify the student's identity:
 - 6.1 Secure credentialing/login and password;
 - 6.2 Proctored examinations; or
 - 6.3 New or other technologies and practices that are effective in verifying student identification.

Date of Adoption: June 22, 2004

Date of Last Revision: September 14, 2016 Chancellor's Staff
April 22, 2015 Chancellor's Staff
November 14, 2011 Chancellor's Cabinet
November 28, 2008 Chancellor's Cabinet