BP 4105 DISTANCE EDUCATION

The Superintendent/President will ensure that procedures are in place to meet the accreditation requirements regarding Distance Education, as well as those of State and Federal statutes.

Legal References: Title 5 Sections 55200 et seq.

Adopted: 8/19/14
Definitions
Distance education means instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology. Instruction in such a course or course section is designed to be regularly provided through distance education in lieu of face-to-face interaction.

Correspondence education means education provided through one or more courses by an institution under which the institution provides instructional materials, by mail or electronic transmission, including examinations on the materials to students who are separated from the instructor. Interaction between the instructor and student is limited, is not regular and substantive, and is primarily initiated by the student. Correspondence courses are typically self-paced. Correspondence education is not distance education.

Student Authentication
The Vice President, Academic Affairs shall utilize one or more of these methods to authenticate or verify the student’s identity:

- Secure credentialing/login and password;
- Proctored examinations; or
- New or other technologies and practices that are effective in verifying student identification.

The Vice President, Academic Affairs shall establish procedures for providing a statement of the process to protect student privacy and estimated additional student charges, if any, to each student at the time of registration.

Course Approval
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.

The review and approval of new and existing distance education courses shall follow the curriculum approval procedures outlined in AP 4020 titled Program and Curriculum Development. Distance education courses shall be approved under the same conditions and criteria as all other courses.
Separate approval of a DE course is required if any portion of the instruction in a course or course section is designed to be regularly provided through DE in lieu of face-to-face interaction. Courses that are less than 51% DE, but are designed to include a certain number of contact hours offered through DE, still must undergo a separate approval process. The occasional online assignment does not necessitate separate approval.

Certification
When approving distance education courses, the Curriculum Committee (AP&P) will certify the following:

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

**Course Quality Determinations:** Determinations and judgments about the quality of the distance education course were made with the full involvement of the Curriculum Committee (AP&P) approval procedures.

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

There must be documentation of “regular substantive contact” consistent with local policy in courses with any portion of a course section regularly provided through DE in lieu of face-to-face instruction.

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

References: Title 5 Sections 55200 et seq.; Distance Education Guidelines, Chancellor’s Office, 2008 Omnibus Version; 34 Code of Federal Regulations §602.3.

---

Approved: 7/22/14
Revised: 3/17/15