

**Academic Affairs**

1 **AP 4105 DISTANCE EDUCATION**

2 **References:**

- 3 Title 5 Sections 55200 et seq.;
- 4 34 C.F.R. §602.17 (U.S. Department of Education regulations on the Integrity of
- 5 Federal Student Financial Aid Programs under Title IV of the Higher Education
- 6 Act of 1965, as amended);
- 7 ACCJC Accreditation Standard II.A.1

8 Consistent with federal regulations pertaining to federal financial aid eligibility, the District

9 must authenticate or verify that the student who registers in a distance education or

10 correspondence education courses is the same student who participates in and

11 completes the course or program and receives the academic credit. The District will

12 provide to each student at the time of registration, a statement of the process in place to

13 protect student privacy and estimated additional student charges associated with

14 verification of student identity, if any.

15 The Vice President of Academic Affairs shall utilize one or both of these methods to

16 authenticate or verify the student's identity:

- 17 • secure credentialing/login and default password; and/or
- 18 • proctored examinations.

19 The Vice President of Academic Affairs shall establish procedures for providing a

20 statement of the process in place to protect student privacy. No estimated additional

21 student charges are associated with verification of student identity to each student at the

22 time of registration.

23 **Definition:** Distance education means instruction in which the instructor and student are

24 separated by distance and interact through the assistance of communication technology.

25 **Course Approval:** Each proposed or existing course offered by distance education shall

26 be reviewed and approved separately. Separate approval is mandatory if any portion of

27 the instruction in a course or a course section is designed to be provided through distance

28 education.

29 The review and approval of new and existing distance education courses shall follow the

30 curriculum approval procedures outlined in Administrative Procedure 4020 titled

31 Instructional Programs and Curriculum. Distance education courses shall be approved

32 under the same conditions and criteria as all other courses.

33 **Curriculum Committee Certifications:** When approving distance education courses,  
34 the Curriculum Committee will certify the following:

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

37 • **Course Quality Determinations:** Determinations about the quality of the distance  
38 education courses are made with the full involvement of the Instructional Dean,  
39 department chair, and the Curriculum Committee.

40 • **Instructor Contact:** Each section of the course that is delivered through distance  
41 education includes regular effective contact between instructor and students.

42 • **Faculty Certification:** Faculty teaching distance education course are certified to  
43 do so by the Distance Education Office.

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

47 **Accessibility Standards:** Electronic course materials, e-textbooks, websites, and  
48 course packs must be accessible to individuals with disabilities. Tests and examinations  
49 must be available without charge. E-textbooks must be downloadable or printable.

50 Distance education courses shall be accessed only via the College's website or course  
51 management system.

52 Faculty are required to give read-only access of their course materials, textbooks,  
53 websites, and course packs to designated employees.

54 Office of Primary Responsibility: Vice President, Academic Affairs

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**Date Approved:** August 20, 2007  
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