



Policy

**4105 Distance Education**

The Board values distance education as an important part of the educational offerings of the colleges. The Board delegates to the Chancellor the responsibility of ensuring each college’s distance education offerings comply with Federal and State laws and regulations.

**References:**

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](#)

**Adopted:** June 13, 2018

**Last Reviewed:** June 13, 2018

## Administrative Procedure

### 4105 Distance Education

Consistent with federal regulations pertaining to federal financial aid eligibility, the District must 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 Chief Instructional Officer will ensure a system is in place to utilize one or more of these methods to authenticate or verify the student's identity:

- secure credentialing/login and password;
- proctored examinations;
- new or other technologies and practices that are effective in verifying student identification.

Student privacy in the online environment is protected by FERPA guidelines, BP 5040, and the required secure login to the District's learning management system.

**Definition:** Distance Education (DE) is a mode of education and instruction that uses one or more technologies to deliver course content to students who are separated from the instructor and that supports regular and substantive interaction between the student and instructor, either synchronously or asynchronously.

**Course Approval:** The review and approval of new and existing distance education courses shall follow the curriculum approval procedures outlined in the Administrative Procedures 4020, Program, Curriculum, and Course Development. Distance education courses shall be approved under the same conditions and criteria as all other courses.

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.

**Certification:** When approving distance education courses, the Curriculum Committee at each respective college 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.
- **Authentication:** Consistent with Federal regulations pertaining to Federal financial aid eligibility, the District must authenticate and 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.
- **Instructor Contact:** Each section of the course that is delivered through distance education will include regular effective contact between instructor and students as outlined in each college's distance education plan.

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- 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.

ADA Compliance: Best practices in Universal Design have been developed and should be followed so that all learning objectives adhere to Section 508 of the Rehabilitation Act and the Web Content Accessibility Guidelines – the two most widely recognized standards for accessibility of online content. Meeting these standards (Section 508 and WCAG 2.0) will eliminate barriers in information technology and provide equal opportunity access for students with disabilities by presenting content that is perceivable, operable, understandable and robust.

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