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| Policy Change | <input type="checkbox"/> | Subject Matter Area Review | <input checked="" type="checkbox"/> |
| Procedure Change | <input type="checkbox"/> | Constituency Group Review | <input checked="" type="checkbox"/> |
| New Policy | <input checked="" type="checkbox"/> | District Council | <input type="checkbox"/> |
| New Procedure | <input checked="" type="checkbox"/> | Board 1 st Reading | <input type="checkbox"/> |
| | | Board 2 nd Reading | <input type="checkbox"/> |

KEY:
BOLD= new language
~~strikethrough=~~ delete language

Comments:
 Addressed all notes from DE
 Coordinators w/CIOs

Referred to:

Edited:
 9/20/17

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Policy

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4105 Distance Education

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The Board values distance education as an important part of the educational offerings of the colleges. The distance education courses of the District shall be of high quality, relevant to student needs, and evaluated regularly to ensure quality and currency. To that end, the Chancellor shall establish procedures for the development and review of all distance education offerings, including their establishment, modification, or discontinuance.

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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](#)

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Adopted:

Last Reviewed:

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Administrative Procedure

4105 Distance Education

NOTE: This procedural language is legally required in an effort to show good faith compliance with the applicable Federal Regulations if the District offers distance education or correspondence education. The Federal Regulations require Districts to have processes in place to ensure that the student who registers in a distance education or correspondence education course or program is the same student who participates in and completes the program and receives academic credit. A District will meet this requirement if it follows the language below. Note that the Federal Regulations do not require Districts to charge students fees associated with the verification of the student’s identity. However, any District that does charge a fee, must notify the student in writing of the estimated amount of those fees in addition to a statement of the processes used to protect the student’s privacy.

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:

NOTE: Insert local practice here: the following approaches are specifically referenced in the federal regulation as appropriate. The key is to utilize an accepted procedure for verifying a 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.

NOTE: The following procedure is legally required if the District has implemented distance education courses. Local practice may be inserted, but must include the following minimum requirements contained in Title 5.

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

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 Administrative Procedures 4020, Program and Curriculum Development. Distance education courses shall be approved under the same conditions and criteria as all other courses.

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2 **Certification:** When approving distance education courses, the Curriculum Committee at each
3 respective college will certify the following:

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- 5 • **Course Quality Standards:** The same standards of course quality are applied to the
6 distance education courses as are applied to traditional classroom courses.
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 - 8 • **Instructor Contact:** Each section of the course that is delivered through distance
9 education will include regular effective contact between instructor and students.
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 - 11 • **Duration of Approval:** All distance education courses approved under this procedure
12 will continue to be in effect unless there are substantive changes of the course outline.
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14 **References:**

15 Title 5 Sections [55200 et seq.](#); [34 Code of Federal Regulations Section 602.17](#) (U.S. Department of
16 [Education Regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the](#)
17 [Higher Education Act of 1965, as amended](#)); [ACCJC Accreditation Standard II.A.1](#)

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19 **Procedure Last Revised:**

20 **Last Reviewed:**