



Reference: *Title 5 Sections 55200 et seq.;*
34 Code of Federal Regulations Part 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

Consistent with federal regulations pertaining to federal financial aid eligibility, the District must authenticate or verify that the student who registers in 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 District will provide to each student at the time of registration, a statement of the process in place to protect student privacy.

The Chief Instructional Officer (CIO) shall utilize one or more of these methods to authenticate or verify the student's identity:

- Secure credentialing/login and password
- Proctored examinations

As they emerge, the District shall utilize new or more effective technologies and practices to verify student identification.

The CIO shall establish procedures for providing a statement of the process in place to protect student privacy to each student at the time of registration.

Distance Education Courses

Definition: Distance education means instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology. Distance education courses are delivered primarily via the Internet, typically using a District-supported learning management system. In all distance education courses, students are required to use an Internet connected device as the primary technology and may be required to use other technologies to learn course content.

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 Procedure 4020, Program

and Curriculum Development. Distance education courses shall be approved under the same conditions and criteria as all other courses.

Certification: When approving distance education courses, the CIO 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 approval procedures.

Instructor Contact: Each section of the course that is delivered through distance education will include regular and effective contact between instructor and students. Distance education instructors may initiate and maintain regular and effective contact with students in one or more of the following ways:

- Threaded discussion forums with appropriate instructor participation
- Email, phone, or messaging to individual students
- Weekly announcements to students
- Timely and effective feedback on student work
- Creating and moderating small virtual groups
- Office hours which may be asynchronous or synchronous
- Instructor prepared e-lectures or introductions in the form of e-lectures to any publisher created materials (written, recorded, broadcast, etc.) that, combined with other course materials, creates the "virtual equivalent" of the face-to-face class
- Facilitating student to student contact

Weekly announcements sent to students that detail upcoming assignments or assessments are not considered regular and effective contact.

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.