



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

Chapter 4 – Academic Affairs

AP 5105 – DISTANCE EDUCATION

Consistent with federal and state regulations pertaining to financial aid eligibility, the District authenticates/verifies 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 District will provide to each student at the time of registration, a statement of the process in place to protect student privacy. No student shall be charged additional fees associated with verification of student identity.

The Vice Chancellor of Instructional Services or designee in collegial consultation via the District Governance Council 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 Chancellor of Instructional Services or designee shall provide a statement of the process in place to protect student privacy. No student shall be charged additional fees associated with verification of student identity.

Definition

Distance education means instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology in lieu of face-to-face interaction.

Course Approval

In order to ensure consistency and academic rigor all sections delivered via distance education are based on the same course outlines of record (CORs) as all other sections of the course. Each distance education proposal on a new or existing course shall be reviewed and approved separately. Separate approval of the distance education modality is mandatory if any portion of the instruction in a course section is designed to be provided through distance education in lieu of face-to-face instruction.

The review and approval of new and existing courses, regardless of delivery modality shall follow the curriculum approval procedures outlined in AP 5020 titled Curriculum Development. Courses proposed to be offered via distance education shall be approved under the same conditions and criteria as all other courses.

Certification

When approving courses proposed to be offered via distance education, the college curriculum committee will certify the following:

Course Quality Standards: The same standards of course quality shall be applied to any portion of the course conducted through distance education as are applied to traditional classroom courses. Furthermore, distance education courses, materials and resources

shall follow Section 508 of the Rehabilitation Act.

Course Quality Determinations: Determinations and judgments about the quality of the distance education instructional methods were made with the full involvement of the college curriculum committee approval procedures.

Instructor Contact

Any portion of a course section conducted through distance education in lieu of face-to-face interaction includes regular, effective and substantive contact between instructor and students; through group or individual meetings; orientation and review sessions; supplemental seminar or study sessions; discussion boards or live chat; or field trips, library workshops, email, and/or other methods. Regular effective contact is an academic and professional matter pursuant to title 5, sections 53200 et seq.

Duration of Approval

The approval to offer a course via distance education shall continue to be in effect unless there are substantive changes of the course outline of record, in which case the distance education approval shall be reviewed.

References: 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);
WASC/ACCJC Accreditation Standard II.A.1

Approved by
the Chancellor: February 10, 2017

Supersedes: New Procedure