



Origination	02/2009
Last Approved	06/2024
Last Revised	06/2024
Next Review	06/2034

Chapter Lead	Nohemy Ornelas: Chapter 3(CC),4&5
Policy Area	Chapter 4 Academic Affairs
References	10+1, CCLC Legally Required

AP 4105 Distance Education

Distance Education: Education that uses technology to deliver instruction to students who are separated from the instructor(s) and to support regular and substantive interaction between the students and instructor(s) either synchronously or asynchronously and is not self-paced. Title 5, as well as State and Federal regulations require districts to have processes in place to ensure that the student who registers in a distance education course or program is the same student who participates in and completes the program and receives academic credit. Distance Education programs do not include correspondence Courses.

Correspondence Education: Education provided through one or more courses by a community college or district under which the college or district provides instructional materials, by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructor. Interaction between the instructor and student is limited due to separation, is not regular and substantive, and is primarily initiated by the student. Correspondence courses are typically self-paced, although a regular cycle of assignment submissions and delivery of feedback should be established for facilitated learning. If a course is part correspondence and part residential training, it is considered a correspondence course. Correspondence education is not distance education.

Student Authentication: Technology & Educational Support Services (TESS) shall establish procedures for providing a statement of the process in place to protect student privacy and estimated additional student charges associated with verification of student identity, if any, to each student at the time of registration.

Course Modality: The modes of Distance Education courses will be published and made available in the course schedule of classes. Course-required materials and devices will be available in college publications such as the college catalog, a schedule of classes, a student handbook, course outlines of record, or course syllabi, and adhere to Title 5 disclosure requirements. This includes but is not limited to:

- All online and in-person synchronous meeting days/dates and times
- Any required asynchronous in-person activities
- Any required technology platforms, devices, and applications
- Any test or assessment proctoring requirements.

Course Approval: 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, and adhere to Title 5, as well as State and Federal regulations.

Course Quality: Distance Education (including courses offered online) is recognized by both the Association and the District as an appropriate mode of delivery to meet the needs of our student population. Faculty for whom this provision applies to and shall follow the guidelines regarding the course quality and qualifications to teach online courses set forth by their respective campuses' Distance Education/Online committees.

Course Certification: When approving distance education courses, the Board of Trustees will certify the following:

- **Course Quality Standards:** The same standards of course quality are applied to the distance education courses as are applied to in-person classes.
- **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 substantive interaction between instructor and students, as well as among students, either synchronously or asynchronously.
- **Addendum to Course Outline:** An addendum to the official course outline of record shall be made if any portion of the instruction of a new or existing course is provided through distance education. The addendum must be approved according to the District's curriculum approval procedures. The addendum must address the following:
 - Course outcomes;
 - Regular and substantive interaction between instructors and students; as well as among students, and
 - Requirements of the Americans with Disabilities Act (ADA) and Section 508 of the Rehabilitation Act of 1973.
- **Duration of Approval:** Courses will be reviewed following the curriculum review process. Outside of the 6-year review process, all Distance Education courses approved under this procedure will continue to be in effect unless there are substantive changes of the course outline.

References:

Education Code Sections 66700 and 70901 et seq.;

Title 5 Sections 55002.5, 55200 et seq., and 55260 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 2

Attachments

- [!\[\]\(746d018fdf6ab02bf5fb7681133e8b29_img.jpg\) AP 4105 Distance Education - Comments](#)
- [!\[\]\(5daa6eee1904cb6b9d765700250de764_img.jpg\) AP 4105 Distance Education - Legal Citations](#)
- [!\[\]\(d72e437c7cc5947bc0b147aba6602563_img.jpg\) AP 4105 Update #30.pdf](#)
- [!\[\]\(0d2a89e6d0cbcd8e0459b972b9332401_img.jpg\) AP4105-OLD.pdf](#)
- [!\[\]\(cdcd8a42e5993b465235781ccc1c8555_img.jpg\) Update 35 Overview.docx](#)

Approval Signatures

Step Description	Approver	Date
Final Board Approval	Kelly Goodrich	06/2024
Reviewed and Approved per AP 2410	Kelly Goodrich	06/2024