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 District will provide to each student at the time of registration, a statement of the process in place to protect student privacy and estimated additional student charges associated with verification of student identity, if any.

The Chief Instructional Officer shall utilize secure credentialing/login and password to authenticate or verify the student’s identity. As they emerge, the District shall utilize new or more effective technologies and practices to verify student identification.

The Chief Instructional Officer 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.

**Definition:** Distance education means instruction in which the instructor and student are separated by distance and interact synchronous or asynchronous 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.

**Certification:** When approving distance education courses, the Curriculum Committee 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 are made with the full involvement of the Instructional Dean, Program Faculty/Coordinator, and the Curriculum Committee. The same
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standards of course quality shall be applied to distance education as are applied to traditional classroom courses (Title 5 Section 55207).

Instructor Contact: Each section of the course that is delivered through distance education will include regular effective contact between instructor and students.

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.


Approved: 2/8/13