

AP 4105 Distance Education

Reference:

***Title 5, Section 55200 et seq
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;
34 Code of Federal Regulations Section 602.17.***

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 identify, if any.

The Chief Instructional Officer 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 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. Gavilan Joint Community College District, consistent with Strategic, Educational and Facility Master Plans, supports and incorporates Distance Learning into programs and services for students. The President of the College, in consultation with the Academic Senate, will ensure that Distance Learning is utilized in a manner that maintains academic integrity and accountability for student outcomes. Courses, resources and materials will be designed and delivered in such a way that communication and course taking opportunities are accessible to students with or without disabilities. Courses and services provided in a Distance Learning format shall be held to the same standards of quality and accountability as other courses, programs, and services including but not limited to:

Academic rigor
Curriculum approval processes
Evaluation of programs and staff
Effective and efficient use of resources
Regular and effective contact between staff and student

Definition:

“Distance education means instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology”. (Title 5, section 55200) A distance education course is a course or course section where at least 51 percent of the hours of instruction occur at a distance.

Approved by the Board of Trustees: June 11, 2002
Amended by the Board of Trustees: May 13, 2008
Amended by the Board of Trustees: July 10, 2012

Course Approval:

Each proposed or existing course offered by distance education shall be reviewed and approved separately.

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 President of the College 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 using the specified approval procedures for distance education courses.

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.