

Note: This procedure is *legally required* to comply with recently enacted U.S. Department of Education regulations. **NEW - GCCCD Procedure**

DCEC: First Reading–2/27/12
Second Reading–3/26/12
Final Reading–4/23/12
Final Reading–5/23/12
DEC Final Reading–6/11/12

AP 4105 Distance Education

Reference: *Title 5 Section 55200 et seq.;*
References: 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; and 34 Code of Federal Regulations Section 602.17.

Date Issued:

The Chancellor shall establish procedures that will provide methods to authenticate or verify the student's identity for distance education and correspondence education courses.

Authentication and Verification of Student Identity:

One or more of these methods will be used 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

Definition:

Distance education is defined as a formal interaction which uses one or more technologies to deliver instruction to students who are separated from the instructor and which supports regular and substantive interaction between the students and instructor, either synchronously or asynchronously.

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:

- A. **Course Quality Standards:** The same standards of course quality are applied to the distance education courses as are applied to traditional classroom courses.
- B. **Instructor Contact:** Each section of the course that is delivered through distance education will include regular and effective contact between instructor and students.
- C. **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.