

DISTANCE AND CORRESPONDENCE EDUCATION

To ensure the integrity of the Distance and Correspondence Education offerings and comply with federal regulations (34 CFR Section 602.17g) and ACCJC policies, each college will ensure student authentication to Distance and Correspondence Education classes using the unique student ID and password issued by the Contra Costa Community College District as part of the enrollment process. Required use of the student ID and password serves as a means to validate that the student who is registered for a course is the same student doing the work and receiving the grades/credits. The District and the colleges will, at all times, work to ensure that each student's password is protected against public disclosure. Students shall be notified about steps to take in order to request the issuance of a new password should they believe that their existing password has been compromised.

The District will make available to each student, at the time of registration, a statement of the process in place to ensure student privacy.

Definitions per Federal Regulations

Distance Education means [34 CFR Section 602.3]:

Education that uses one or more of the technologies listed in paragraphs (1) through (4) to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor either synchronously or asynchronously. The technologies may include:

1. the internet;
2. one-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices;
3. audio conferencing; or
4. video cassettes, DVDs, and CD-ROMs, if the cassettes, DVDs, or CD-ROMs are used in a course in conjunction with any of the technologies listed in paragraphs (1) through (3).

Correspondence education means [34 CFR Section 602.3]:

1. education provided through one or more courses by an institution under which the institution provides instructional materials, by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructor;
2. interaction between the instructor and the student is limited, is not regular and substantive, and is primarily initiated by the student;
3. correspondence courses are typically self-paced; and
4. correspondence education is not distance education.

Course Review and 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 occasional online assignment does not necessitate separate approval.

The review and approval of new and existing distance education courses shall follow the curriculum approval procedures outlined in Curriculum and Instruction Procedure 4008, Review, Establishment, Modification and Discontinuance of Courses and Programs. Distance education courses shall be approved under the same

conditions and criteria as all other courses and must be in compliance with the Americans with Disabilities Act and Section 508 of the Rehabilitation Act of 1973.

Instructor Preparation to Teach Distance Education. Instructors of distance education shall be prepared to teach in a distance education delivery method consistent with district policies and negotiated agreements.

Certification

When approving distance education courses, the college curriculum/instruction 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 were made with the full involvement of the college curriculum/instruction committee and followed the adopted course approval procedures.

Instructor and Student Contact – Each section of the course that is delivered through distance education will include regular effective contact 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 procedure (Curriculum and Instruction Procedure 4008) and must address the following:

- How course outcomes will be achieved in a distance education mode;
- How the portion of instruction delivered via distance education provides regular and effective contact between instructor and students and among students; and
- How the portion of the instruction delivered via distance education meets the requirements of the Americans with Disabilities Act (ADA) and Section 508 of the Rehabilitation Act of 1973.

Duration of Approval – All distance education courses approved under this procedure will continue to be in effect unless there are substantive changes to the course outline.

Student Learning Outcomes - All distance education courses must demonstrate how they will achieve the student learning outcomes in an online learning environment

Code of Federal Regulations, Title 34, Sections 602.17g and 602.3
Title 5 Sections 55200 et seq.