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 Vice President of Academic Affairs shall utilize one or both of these methods to authenticate or verify the student’s identity:

- secure credentialing/login and default password; and/or
- proctored examinations.

The Vice President of Academic Affairs shall establish procedures for providing a statement of the process in place to protect student privacy. No estimated additional student charges are associated with verification of student identity 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 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 Procedure 4020 titled Instructional Programs and Curriculum. Distance education courses shall be approved under the same conditions and criteria as all other courses.
Curriculum Committee Certifications: 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 about the quality of the distance education courses are made with the full involvement of the Instructional Dean, department chair, and the Curriculum Committee.

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

- **Faculty Certification:** Faculty teaching distance education course are certified to do so by the Distance Education Office.

- **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.

Accessibility Standards: Electronic course materials, e-textbooks, websites, and course packs must be accessible to individuals with disabilities. Tests and examinations must be available without charge. E-textbooks must be downloadable or printable.

Distance education courses shall be accessed only via the College’s website or course management system.

Faculty are required to give read-only access of their course materials, textbooks, websites, and course packs to designated employees.

Office of Primary Responsibility: Vice President, Academic Affairs

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