

**AP 4105**

**Administrative Procedure**  
Chapter 4 Academic Affairs

**AP 4105**



Providing the opportunity for substantive interactions with the student on a predictable and scheduled basis commensurate with the length of time and the amount of content in the course or competency; and

ensuring that an instructor is responsible for promptly and proactively engaging in substantive interaction with the student when needed on the basis of such monitoring, or upon request by the student.

Regular and substantive interaction is an academic and professional matter pursuant to Title 5 section 53200 et seq.

**Duration of Approval:**

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

**NOTE:** *The following procedural language is **legally required** in an effort to show good faith compliance with the applicable Federal Regulations if the District offers distance education or correspondence education. The Federal Regulations require districts to have processes in place to ensure that the student who registers in a distance education or correspondence education course or program is the same student who participates in and completes the program and receives academic credit. A district will meet this requirement if it follows the language below. Note that the Federal Regulations do not require districts to charge students fees associated with the verification of the student's identity. However, any district that does charge a fee, must notify the student in writing of the estimated amount of those fees in addition to a statement of the processes used to protect the student's privacy.*

**Authentication:**

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 one or more of these methods to authenticate~~  
\_\_\_\_\_;

**NOTE:** *Insert local practice here: the following approaches are specifically referenced*

~~—new or other technologies and practices that are effective in verifying student identification.~~

The Assistant Superintendent/Vice President of Academic Affairs shall ensure that at a minimum the college uses secure sign-on and passwords for its online learning management system and requires student identification for proctored examinations. AP 3720 lays out appropriate computer and network use.

~~The Chief Instructional Officer will ensure that the institution establishes 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.~~

### **Publication of Course Standards:**

For each course offered in a distance education format, the District shall make available to students through college publications all of the following facts before they enroll in the course:

- All required online and in-person synchronous meeting days/dates and times;
- Any required asynchronous in-person activities;
- Any required technology platforms, devices, and applications;
- Any test or assessment proctoring requirements.

**NOTE:** *Additional language carried over from the college's existing procedure*

### **Student Services:**

The Chief Instructional Officer Assistant Superintendent/Vice President of Academic Affairs will ensure that distance learners have access to student support services that are comparable to those services provided to on-campus learners.

### **ADA Accessibility Compliance:**

All distance education is subject to the requirements of Title 5 as well the requirements imposed by the American with Disabilities Act (42 U.S. Code Sections 12100 et seq.) and Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S. Code Section 794d).

afforded the opportunity to acquire the same information, engage in the same interactions, and enjoy the same services as a person without a disability in an equally e

April 2015, April 2017, October 2019, and October 2021. The language in *blue ink* is included for consideration. The language in *yellow highlighting* is included to draw the reviewers' attention, and this language will be removed upon final approval.

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**Approved:** 5/19/15