

AP 4105

Certification:

When approving a distance education courses, the Curriculum Committee will certify that the course outline of record meets the following standards:

1. **Course Quality Standards:** The same standards of course quality are applied to the distance education courses as are applied to in-

Other instructional activities approved by the institution's or program's accrediting agency.

Regular interaction between a student and instructor(s) is ensured by, prior to the student's completion of a course or competency:

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

Monitoring the student's academic engagement and success 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 identify. 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*

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 or verify the student's identity:~~

NOTE: *Insert local practice here: the following approaches are specifically referenced in the federal regulation as appropriate. The key is to utilize an accepted procedure for*

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

