

**Rancho Santiago Community College District**  
**ADMINISTRATIVE REGULATION**  
Chapter 4  
Academic Affairs

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## **AR 4105 Distance Education**

### **Reference(s):**

Title 5 Sections 55200 et seq.

34 Code of Federal Regulations Part 602.17 (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)

ACCJC Accreditation Standard II.A.1

The Rancho Santiago Community College District supports distance education as part of the Colleges' mission and with approval from the Curriculum and Instruction Councils. Distance education means instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology.

Each section of the course that is delivered through distance education will include regular effective contact between instructor and students. Faculty teaching online and hybrid courses will ensure that course materials are ADA accessible (Americans with Disabilities Act of 1990). The Colleges will provide faculty with both the necessary training and resources to ensure accessibility standards are met.

Courses offered through distance education shall have an addendum to the course outline of record which shall be approved separately. The review and approval of new and existing distance education addendums shall follow the curriculum approval procedures outlined in Administrative Procedures 4020, Program and Curriculum Development.

When approving distance education addendums, the Curriculum and Instruction Council will certify the following:

**Course Quality Standards:** The same standards of course quality are applied to the distance education instruction as are applied to traditional classroom courses.

**Course Quality Determinations:** Determinations and judgments about the quality of the distance education instruction were made with the full involvement of the Curriculum and Instruction Council approval procedures.

**Duration of Approval:** All distance education addendums approved under this procedure will become effective immediately following approval by the Curriculum and Instructional Council. This approval will continue to be in effect unless there are substantive changes of the course outline.

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 course section 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. The Vice President of Academic Affairs shall establish procedures for providing a statement of the process in place to protect student privacy.

The Vice President of Academic Affairs shall utilize one or more of these methods 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.

**Adopted: September 17, 2018**