SOLANO COMMUNITY COLLEGE DISTRICT

DISTANCE EDUCATION **6115**

PROCEDURES

Definitions

Distance education" means instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology, and may take one of the following forms, which collectively are referred to as "distance education courses":

Online courses. Online courses offer all instruction online and do not require regularly scheduled instruction time on campus. Students in online courses may be required to attend face-to-face orientations or test proctoring.

Hybrid courses. Hybrid courses are defined as any course that has some face-to-face instruction time replaced by some online instruction time.

Consistent with federal regulations pertaining to federal financial aid eligibility, the District authenticates or verifies that the student who registers in a distance education or correspondence education course is the same student who participates in and completes the course or program and receives the academic credit. The District provides 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.

Solano Community College utilizes a secure login and password system to meet this requirement. Each student must verify identity at the time of registration to obtain a login ID and password. Online courses can only be accessed through the Login ID and password.

Online instructors have the option of administering proctored examinations. Classroom space on campus is used for these examinations. In addition, Proctored Examinations for individual students are arranged through the office of the Administrative Assistant for the Distance Education program.

Course Approval

Each proposed or existing course offered by distance education is 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 follow the curriculum approval procedures outlined in Administrative Procedures 6100, *Program and Curriculum*

Development. Distance education courses are approved under the same conditions and criteria as all other courses.

Certification

When approving distance education courses, the Distance Education Committee certifies 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 Distance Education Committee approval procedures.

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

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

Each course shell is approved by the Distance Education Committee after meeting the requirements listed above.

Linked to Board Policy and Procedures 6100, *Program and Curriculum Development*

REFERENCES/
AUTHORITY: 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

Adopted   September 28, 2016