HARTNELL COMMUNITY COLLEGE DISTRICT

AP 4105  Distance Education


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 more of these methods to authenticate or verify the student’s identity:

• secure credentialing/login and password; or
• proctored examinations; or
• new or other technologies and practices that are effective in verifying student identification.

The Vice President of Academic Affairs, shall establish 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.

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 current Course Management System adopted by the district, is to be used by all faculty as the teaching platform, with other resources linked to it as appropriate.

Online courses must be delivered using the Course Management System adopted by the District unless the course cannot be adequately supported by the Course Management System. In this case, the reasons and the link to the alternate delivery system must be on file in the Office of Academic Affairs, signed by the Distance Education Coordinator.

The review and approval of new and existing distance education courses shall follow the curriculum approval procedures outlined in Administrative Procedure 4020, Program and Curriculum Development. Distance education courses shall be approved under the same
conditions and criteria as all other courses.

**Certification:** 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 and judgments about the quality of the distance education course were made with the full involvement of the Curriculum Committee approval procedures.

**Instructor Responsibilities:** Each section of the course that is delivered through distance education will include regular effective contact between instructor and students. Full-time faculty who are teaching online are required to perform professional development.

**Duration of Approval:** All distance education courses are reviewed and re-approved by the curriculum committee every time the course is revised.

**Attendance Policy:**
The Hartnell Community College District, in alignment with the Department of Education, requires students to be dropped if they have not regularly and substantively interacted with the instructor teaching the distance education course.

Substantive interaction includes a meaningful discussion board post, completed assignment, or communication with the instructor by email either initiated by the student or as a response to the instructor's email.

The last date of attendance policy for distance education taught at Hartnell College is:

1. *Instructors in courses offered via distance education shall drop students if they have not entered a meaningful discussion board post, or completed an assignment, or communicated with the instructor by email either initiated by the student or as a response to the instructor's email within 72 hours of the start date.*
2. *After first census, students that fail to regularly and substantively interact in the course in the manner described above shall be dropped by the instructor.*
3. *In addition, the instructor of a course offered via distance education will maintain a record of students' attendance to demonstrate compliance with said last date of attendance policy.*

Per Title 5, a student’s enrollment in a single course is limited to no more than three times, regardless of the grade obtained.

See Board Policy 4105 and Administrative Procedure 4020

Approved by Superintendent/President:
New AP