

## ADMINISTRATIVE PROCEDURE 4105 DISTANCE and Correspondence EDUCATION

### I. Definitions

**Distance Education:** Per Title 5 Section 5520, distance education means instruction in which the instructor and student are separated by distance and interact through the assistance of technology. All distance education is subject to the requirements of Title 5 as well as the requirements of the Americans 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 794 d).

**Correspondence Education:** Correspondence Education means education provided through one or more courses by a community college or District under which the college or District provides instructional materials, by mail or electronic transmission, including examinations on the materials, to student who are separated from the instructor. Interaction between the instructor and student is limited due to separation, is not regular and substantive, and is primarily initiated by the student. Correspondence courses are typically self-paced, although a regular cycle of assignment submissions and delivery of feedback should be established for facilitated learning. If a course is part correspondence and part residential training, it is considered a correspondence course. Correspondence education is not distance education.

### II. Course Approval

- A. Each proposed or existing course offered by distance education shall be reviewed and approved separately by the local College Curriculum Committee. 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.
- B. The review and approval of new and existing distance education courses shall follow the curriculum approval procedures outlined in AP 4020 Program and Curriculum Development. Distance education courses shall be approved under the same conditions and criteria as all other courses.
- C. Distance education proposals are sent to the Council on Instruction, Planning, and Development (CIPD) for district-level review.

### III. Certification

When approving distance education courses, the department forwarding the course to the College Curriculum Committee will certify the following:

- A. **Course Quality Standards:** The same standards of course quality are applied to the distance and correspondence education courses as are applied to in person classes.
- B. **Course Quality Determinations:** Determinations and judgments about the quality of the distance and correspondence education course were made with the full involvement of the College Curriculum Committee approval procedures.
- C. **Instructor Contact:**  
**Distance Education:** Each section of the course that is delivered through distance education will include regular effective contact between instructor and students, as well as among students, either synchronously or asynchronously, either through group or individual meetings, e-mail, or other activities.

**Correspondence Education:** Each section of a course conducted through correspondence education will be established through a cycle of assignment submissions and comprehensive, responsive feedback, as determined by instructional faculty. Instructors will be responsible for ensuring that each student will receive ongoing support toward making meaningful academic progress.

Students who participate in correspondence education will have access to student support services, including counseling, library searches, research assistance, and tutoring or other learning support through mail, email, telephone or in-person contact, as determined by instructional faculty.

- D. 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

**IV. Correspondence Education Students:** A student is considered to be “enrolled in correspondence courses” if correspondence courses constitute 50 percent or more of the courses in which the student is enrolled during a financial aid award year.

In order for a correspondence education student to be considered a full-time student at the District, at least one-half of the student’s coursework must be made up of non-correspondence coursework that meets one-half of the District’s requirement for full-time students.

#### **V. Student Authentication**

- A. Students who enroll in online courses are authenticated by being provided a specific login ID and an initial password to access the online Learning Management System (LMS).
- B. Students are encouraged to change their password. New passwords must be sufficiently complex so that they cannot be easily decoded.
- C. The district policies/procedures regarding academic honesty and acceptable use of Information Technology Services include penalties for unauthorized use of another individual’s name and password, cheating on examinations, and other types of academic dishonesty. Students must agree to these policies/procedures the first time they login to the district LMS. This approach agree to these policies/procedures the first time they login to the district LMS. This approach promotes a pedagogical focus rather than a punitive approach to academic honesty. This is an approach to educate students as to the consequences of academic dishonesty.
- D. Complete information about “Academic Dishonesty, Due Process, and Conduct” is posted on the district online education site, on the online education sites for each of the colleges, as well as on the LMS at the following link <http://web.peralta.edu/de/for-students-what-is-academic-dishonesty>.
- E. Students also are authenticated through sufficient interaction between students and instructors which contributes to verifying a student’s identity.
- F. Instructors also can require a proctored examination which can serve as another method of authentication.
- G. The district Office of Academic Affairs, working collaboratively with representatives from the four colleges, Distance Education Coordinators, and Information Technology staff, assumes responsibility for monitoring the changing online education requirements for institutions of higher education, as well as options available for meeting the expectations of assuring a student’s identity.

#### **VI. Federal financial Aid Eligibility:**

Consistent with federal regulations pertaining to federal financial aid eligibility, the District/Colleges authenticate or verify that the student who registers in a distance or correspondence education is the same student who participates in and completes the course of program and receives the academic credit.

- A. The District/College will provide to each student at the time of registration, a statement of the process in place to protect student privacy and estimated additional charges associated with verification of student identity, if any.
- B. The colleges shall utilize one or more of these methods to authenticate or verify the student’s identity:

1. Secure credentialing/login and password
2. Proctored examinations
3. New or other technologies and practices which are effective in verifying student identification.

## **VII. Scheduling Instructors for Distance Education classes and Creating Accountability within Online/Hybrid Courses:**

A. The instructor must use or commit to using the recognized Peralta Community College District CMS/LMS (Course or Learning Management System) to deliver course content, which adheres to the following standards:

1. Welcome/Orientation
2. Organizational components
3. Instructional modalities
4. Assessment practices and expectations
5. Gradebook
6. Instructor/ student communication – regular and substantive interaction (i.e., messaging, email, Announcements, chats, forums, etc.)

B. The instructor must have the following three elements in place prior to being assigned an online course:

1. Has received training in the use of at least one course management system (such as WebCT, Blackboard, ETUDES-NG, MOODLE, Canvas)
2. Has successfully completed a course in how to teach online, such as “Teaching an Online Course” (offered by PCCD/Merritt College, @One, another community college, another appropriate external entity or UC extension course)
3. Uses the Peralta email system (with a peralta.edu email address) and has a Peralta webpage on the college website that hosts the online course. This webpage will provide a link to the CMS/LMS (course/learning management system) website

C. Recommended preparation includes that the instructor:

1. Has enrolled in an online course of some kind
2. Has worked with a mentor who is an experienced online instructor

D. Recommended ongoing instructor preparation should include maintaining currency in online education such as:

1. Technologies
2. Pedagogy
3. Collaborating with other online instructors
4. Ongoing assessment of student learning outcomes
5. Complete a certificate in online education ( at least 3 and as many as 8 courses in online education for certification as an online instructor)

Note: In keeping with Section V, Student Authentication, it is to be noted that 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. Section IV shows that the district meets this requirement.

## **VIII. Addendum to a Course Outline of Record:**

In accordance with Title 5, section 55260, any course offered through distance education, requires an addendum in the Course Outline of Record. In addition to addressing how course outcomes will be achieved in distance education mode, at a minimum the addendum must specify how the course will meet (1) regular effective contact (provide examples) and (2) and shall be accessible to students with disabilities per the Americans with Disabilities Act and Section 508 of the Rehabilitation Act of 1973.

A Distance Education Addendum is provide in CurricUnet (currently used in the Peralta CCD).

For correspondence education the addendum will address how the portion of instruction delivered via correspondence education documents and facilitates learning progression through a cycle of assignment submissions and feedback.

References:

Education Code Sections 66700 and 70901 et seq.;  
Title 5 Sections 55200 et seq.;  
Title 5 Sections 55260 et seq.;  
42 U.S. Code Sections 12100 et seq.;  
29 U.S. Code Section 794d;  
34 CFR, 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 Guide to Evaluating Distance Education and Correspondence Education;  
ACCJC Accreditation Standard II.A.1

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