



Book	Administrative Procedures
Section	Chapter 4 - Academic Affairs
Title	Distance Education
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DISTANCE EDUCATION

1. Definition of Distance Education

Distance Education: Instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology.

- Online Courses: The predominant means of distance education delivery. Students are not required to physically visit the campus.
- Hybrid Courses: Instruction in which the required number of instructional hours are divided between online coursework and mandated on-ground instructional activities. Students are required to physically visit the campus
- For clarification, web-enhanced courses are face-to-face courses that require the student to access the internet and/or a learning management system as part of the coursework, but online do not activities scheduled classroom seat time. Therefore, web-enhanced courses do not constitute distance replace education.

2. Course Quality

- All courses to be taught utilizing distance education shall contain the same content, rigor, and course quality as traditional courses as outlined in the policies for the SJDC Curriculum Committee curriculum approval process. As such, all distance education is subject to the general requirements of AP 4020, Curriculum Development Process (Credit, Noncredit, and Not-for-Credit), et al, and must be offered in compliance with the District's Distance Education Plan (DE Plan)."
- As distinct from correspondence courses, all distance education courses are required to maintain regular effective substantive contact between the professor and students, in accordance with Title V. Regular effective substantive contact is defined as professor-initiated interaction and responsive interaction by the professor to the students as well as student-to-student interaction.
- Documentation of distance education specifications will be reviewed whenever the course comes up for regular curricular review. The Distance Education Committee Chair and designees will participate in the curricular review of distance education courses.

3. District Responsibilities

In order to assure that distance education is characterized by the same quality, integrity, effectiveness, and concern for student learning that apply to more traditional modes of instruction, the District shall integrate distance education into the normal program review process in all areas of the College with a focus of maintaining services to students in distance education courses, including, but not limited to:

- Library and Learning Resources
- College Support Services for Students
- Facilities and Finances

4. Federal Accessibility

Guidelines Whether students with disabilities are enrolled in them or not, the College shall abide by federal accessibility guidelines in accordance with Government Code Section 508 and the Americans with Disabilities Act for all distance education courses.

5. Distance Education

Faculty Training Regardless of the Learning Management System (LMS) used, distance education faculty must successfully complete approve training for online instructors through the Professional Development Center before teaching online. Approved, training will include best practices in regular contact, accessibility, and effective online course design and other aspects.

6. Verification of Student Identity

- In accordance with Title 34 CFR § 602.17, the District requires verification of the identity of a student who participates in class or coursework by using the following methods:
 - A secure login and pass code;
 - Proctored examinations; or
 - New or other technologies and practices that are effective in verifying student identity; and,

iv. Authentication that the online student who registers is the same as the participant

b. Makes clear in writing that the District uses processes that protect student privacy and notifies students of any projected additional charges associated with the verification of student identity at the time of registration, enrollment, or the Catalog.

7. Learning Management System (LMS)

The primary LMS used by the District cannot be changed without consulting the Distance Education Committee.

The primary LMS adopted by the District must be used as the initial access point (student portal) for all distance education courses and programs. This does not preclude the use of other LMSs so long as access by authorized administrative personnel is made available.

8. Attendance and Participation

Students in distance education courses are required to attend class and participate just as if they were in a face-to-face course. Per federal guidelines, attendance in an online course is determined by participation in completing course activities in the LMS such as assignments, assessments, posting in discussion forums, etc. Simply logging into the course does not count as attendance.

To determine initial attendance for online courses, instructors must have a check-in assignment, due the first week of the course, that students must complete in order to remain enrolled. Students must be informed of this check-in assignment.

For online courses, instructors must establish an excessive absenteeism policy. "Excessive absenteeism" in an online course is defined as not participating in the course for an adequate amount of time to successfully pass the course or adequately complete the course. At this point, instructors may drop a student from the course. Participation in the course involves completing course activities - simply logging in does not count as participation.

9. Measuring the Last Date of Attendance in Distance Education Courses

Effective July 2011, the U.S. Department of Education has defined "Last Date of Attendance" as an academically-related activity that is documented. Title 34 CFR § 668.22(c)(3)(i).

For distance education courses, an "academically-related activity" includes but is not limited to: a quiz, test or assignment submission, meaningful participation in an online discussion, and student initiation of contact with the instructor to ask a course-related question via email or chat. Title 34 C.F.R. § 668.22(c)(3)(ii).

The Last Date of Attendance is not defined as the last date of course log in, and is not the same as the drop date.

For the purposes of the procedure, information on the matter can be found in the current DE Plan.

Legal	Title 34 CFR § 602.17; § 668.22(c)(3)(i); Section 409 of the Procedures and Standing Orders of the Board of Governors; Title 5, §53200; Title 5 Sections 55200 et seq.; 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;
Cross References	SJDC Distance Education Plan BP 4110 - Distance Education