

Sierra College

ADMINISTRATIVE PROCEDURE

AP 4105

Distance Education

Date Adopted:	3/9/2004
Date Revised:	11/8/2019
Date Reviewed:	11/8/2019
References:	Title 5 Sections 55200 et seq.; 34 Code of 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; Article 22 of the Agreement between Board of Trustees, Sierra Joint Community College District and Sierra College Faculty Association, last reviewed June 30, 2018

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 Instruction 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.

The Vice President of Instruction 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 (DE) means instruction in which the instructor and student are separated by time and/or 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 review and approval of new and existing distance education courses shall follow the curriculum approval procedures outlined in Administrative Procedures 4020, Program and Curriculum Development. All of the approval conditions and criteria applied to other courses also apply to Distance education courses. Additionally, DE courses must meet the requirements of Title 5, Section 55204 of education code.

Certification:

When approving distance education courses, the Curriculum Committee will work with the Distance L

