



Current Status: Active

PolicyStat ID: 2871558



**Origination:** 02/2009  
**Last Approved:** 01/2017  
**Last Revised:** 01/2017  
**Next Review:** 12/2022  
**Owner:** Academic Senates Academic Senates:  
**Policy Area:** Chapter 4 Academic Affairs  
**References:**

## AP 4105 Distance Education

*(Replaces current SBCCD AP 4108)*

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 District Educational Coordinating Committee shall utilize one or more of these methods to authenticate or verify the student's identity:

**Definition:** Distributed 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 distributed 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 distributed education.

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

**Certification:** When approving distributed education courses, the Board of Trustees will certify the following:

- **Course Quality Standards:** The same standards of course quality are applied to the distributed education courses as are applied to traditional classroom courses.
- **Course Quality Determinations:** Determinations and judgments about the quality of the distributed education course were made with the full involvement of the curriculum committee approval procedures.
- **Instructor Contact:** Each section of the course that is delivered through distributed education will include regular effective contact between instructor and students.
- **Duration of Approval:** All distributed education courses approved under this procedure will continue to be in effect unless there are substantive changes of the course outline.

## References:

Title 5 Sections 55200 et seq.

34 CF Section 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

**Attachments:**

- [AP 4105 Distance Education - Comments](#)
- [AP 4105 Distance Education - Legal Citations](#)
- [AP4105-OLD.pdf](#)