

**AP 4105      Distance and Correspondence Education**

**Definitions:**

**Distance Education:** Distance education means instruction in which the instructor and student are separated by time or distance and interact through the assistance of technology.

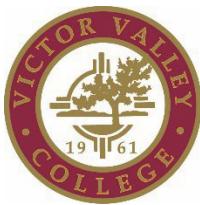
**Correspondence Education:** Correspondence Education is education provided via the distribution of instructional materials, including assessments, via mail or electronic transmission to students who are separated from the instructor and have no means of engaging in traditional forms of distance education. Correspondence courses are largely self-paced by the students and student-instructor contact is limited.

~~Correspondence Education means education provided through one or more courses under which the College provides instructional materials, by mail or electronic transmission, including examinations on the materials, to students 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 are 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.~~

**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 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.

- **Certification:** When approving distance education courses, the **Academic Senate Curriculum Committee** will certify the following:
  - **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.
  - **Course Quality Determinations:** Determinations and judgments about the quality of the distance and correspondence education course were made with the full involvement of the **Academic Senate Curriculum** approval procedures.



**Instructor Regular and Substantive Interaction:** \*Instructors must ensure that any portion of a course conducted through distance education includes regular and substantive interaction between the instructor(s) and students, either synchronously or asynchronously, through group or individual meetings, orientation and review sessions, supplemental seminar or study sessions, field trips, library workshops, telephone contact, voice mail, e-mail, or other activities including but not limited to the following (5 CCR § 55204):

Threaded Discussion Forums - with appropriate instructor-initiated participation.

Announcements - posted in the Course Management System at least once each week.

Feedback on Student Work – Completed 14 days from submission. E-Lectures - Original and course-related instructional content prepared by the instructor of a class and made available to students within the district course management system. E-lectures may be delivered in a variety of formats, including text-only content pages, posted documents, transcribed audio recordings with or without synchronized slides, and captioned video recordings.

\*Substantive interaction means engaging students in teaching, learning, and assessment, consistent with the content under discussion, and includes at least two of the following:

(1) Providing direct instruction;

(2) Assessing or providing feedback on a student's coursework;

(3) Providing information or responding to questions about the content of a course or competency;

(4) Facilitating a group discussion regarding the content of a course or competency; or

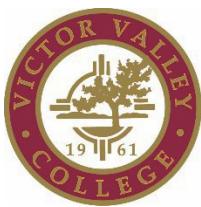
(5) Other instructional activities approved by the institution's or program's accrediting agency (5 CCR § 55204).

\*Regular interaction between a student and instructor(s) is ensured by, prior to the student's completion of a course or competency:

(1) Providing the opportunity for substantive interactions with the student on a predictable and scheduled basis commensurate with the length of time and the amount of content in the course or competency; and

(2) Monitoring the student's academic engagement and success and ensuring that an instructor is responsible for promptly and proactively engaging in substantive interaction with the student when needed on the basis of such monitoring, or upon request by the student (5 CCR § 55204).

~~Regular and substantive interaction is engaging students in teaching, learning, and assessment, consistent with the content under discussion, and also include all of the following: (1) Providing direct instruction either~~



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~~synchronous or asynchronously; (2) Assessing or providing regular and substantive feedback on a student's coursework; (3) Providing information or responding to questions about the content of a course or competency using discussion board and announcement tools; (4) Facilitating online discussions on course content; (5) Other virtual instructional activities approved by the institution's or program's accrediting agency demonstrating regular and substantive interaction.~~

**Distance Education:**

**FULLY ONLINE (FO)** (also known as "100% online") – Instruction involving regular and effective online interaction that takes place synchronously or asynchronously and is supported by online materials and activities delivered through the college's learning management system, and through the use of other required materials. All approved instructional contact hours are delivered through these online interactions. Fully online classes do not require in-person assessments or activities. If synchronous online activities are required, the schedule of classes indicates dates and times.

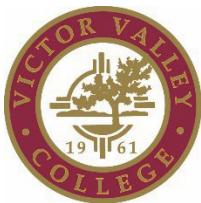
**PARTIALLY ONLINE (PO)** (also known "hybrid") – Instruction involving regular and effective online interaction for -any portion of the approved contact hours that takes place synchronously or asynchronously and is supported by materials and activities delivered in person and online through the college's learning management system, and through the use of other required materials. Any portion of a class that is delivered online must follow a separate approval process. The approved online portion must meet the regular and effective contact regulation. The schedule of classes indicates dates, times, and locations of the required in-person components.

**HYFLEX:** HyFlex is a course design model that presents the components of hybrid learning in a flexible course structure that gives students the option of attending sessions in the classroom, participating online, or doing both. Students can change their mode of attendance weekly or by topic, according to need or preference

**REMOTE:** The Remote modality combines online synchronous instruction with asynchronous assignments and interactions outside of the synchronous classroom. Synchronous sessions occur during the days and times posted in the class schedule, allowing for live engagement with students.

**WEB-ENHANCED** - Web-enhanced classes refer to in-person classes that are enriched via digital components such as discussions, activities and reading assignments. Part of a student's grade may depend on participation and completion of these online activities. These classes are not considered distance education courses because instruction takes place in the classroom.

~~Education that uses one or more of the technologies listed below to deliver instruction to students who are separated from the instructor(s) and to support regular and substantive interaction between the students and instructor(s) either synchronously or asynchronously. Technologies that may be used to offer distance education include: (1)~~



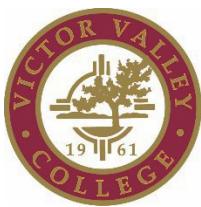
~~The internet; (2) One way and two way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices; (3) Audio conference; or (4) other media used in a course in conjunction with any of the internet technologies.~~

**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 the Academic Senate Curriculum Committee. Instructors will be responsible for ensuring that each student will receive ongoing support toward making meaningful academic progress. Students' course repeatability is contingent on approved course outline of record curriculum requirements.

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 **Justice Involved Education Department**.

**Correspondence Education Students:** A student is “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.

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.



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**Addendum to Course Outline:** An addendum to the official course outline of record shall be made if any portion of the instruction of a new or existing course is provided through distance or correspondence education. The addendum must be approved according to the District's curriculum approval procedures. The addendum **must** address the following:

- How course outcomes will be achieved in a distance or correspondence education mode;
- For distance education, how the portion of instruction delivered via distance education provides regular and effective contact between instructors and students;
- For correspondence education, how the portion of instruction delivered via correspondence education documents and facilitates learning progression through a cycle of assignment submissions and feedback; and,

How the portion of instruction delivered via distance education meets the requirements of the Americans with Disabilities Act (ADA) and Section 508 of the Rehabilitation Act of 1973.

**Duration of Approval:** All distance and correspondence education courses approved under this procedure will continue to be in effect unless there are changes to the Course Outline of Record or the Addendum is deleted. Departments shall review Distance and Correspondence Education Addendums when courses are modified or submitted for a two-year or five-year review.

**Faculty Selection and Workload:** Instructors of course sections delivered through distance or correspondence education are individuals responsible for delivering course content who meet the qualifications for instruction established by the District's accrediting agency. Instructors will be selected using the District or college's same procedures for determining other instructional assignments.

**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.

### **Authentication**

Consistent with federal regulations pertaining to federal financial aid eligibility, the

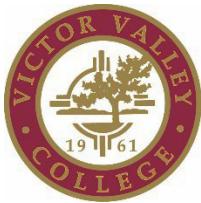
Approved by Academic Senate: November 5, 2020

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Approved by Superintendent/President: February 8, 2021

Edits approved by Academic Senate: June 2, 2022

Approved by Superintendent/President: June 20, 2022



District must authenticate or verify that the student who registers in distance education or correspondence education 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 Chief Instructional Officer 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.



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**References:**

Education Code Sections 66700 and 70901 et seq.;  
Title 5 Sections 55002.5, 55200 et seq. and 55260 et seq.;  
34 Code of Federal 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