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1.0 Intent

- 1.1 Recognizing that faculty make use of the growing range of modalities for the delivery of instructional and educational programs and services, including various electronic means, the Los Rios Community College District Board of Trustees adopts this District Policy based on principles of good practice to help ensure that distance education is characterized by the same expectations for quality, integrity, and effectiveness that apply to more traditional modes of instruction. This District Policy reflects the federal, state, regulatory requirements and accreditation standards regarding distance education.

2.0 Definitions

- 2.1 “Distance education” means instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology, and may take one of the following forms, which collectively are referred to as “distance education courses”:
 - 2.1.1 Online courses. Online courses offer all instruction online and do not require regularly scheduled instruction time on campus. Students in online courses may be required to attend face-to-face orientations or test proctoring; or
 - 2.1.2 Hybrid courses. Hybrid courses are defined as any course that has some face-to-face instruction time replaced by some online instruction time.
 - 2.1.3 Interactive Television. Interactive television courses are those that originate at a College and are simultaneously available at several remote locations, allowing students at all sites to interact with the instructor (and one another) in real time. These courses are streamed live, recorded and archived on a password protected server. Students can access these recordings on demand via the Internet to review specific content throughout the semester.

3.0 General

- 3.1 All distance education and all distance education courses are subject to the general requirements of the District Policies and Administrative Regulations as well as the requirements of federal law, California Law, the Education Code, Title 5, and all applicable accreditation standards.

These requirements include, but are not limited to, the laws, regulations and standards concerning curriculum development and approval, admission and entrance requirements, fees, attendance, academic calendar, text books, articulation, transfer of credit, grievance procedures, student rights and responsibilities, discrimination complaint processes, Americans with Disabilities Act (42 U.S.C., § 12100 et seq) access standards, course content, class size,

student record and privacy protections, catalog rights, grading practices and standards, course repetition, academic progress and probation, student conduct rules and due process, student and academic support services, financial aid, and computer use policies and other applicable laws, rules and regulations. The Colleges control the development, implementation, and evaluation of all courses and programs offered in the Colleges' names.

- 3.2 Students who reside outside of the state of California shall not be allowed to be enrolled in any distance education courses unless the College or District is legally authorized to engage in teaching in the state in which the student is residing while enrolled in the distance education course.
- 3.3 Instruction provided as distance education shall provide equal educational opportunity as required by District Policies and is subject to the requirements that may be imposed by the Americans with Disabilities Act (42 U.S.C., § 12100 et seq) and section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C., § 794d). (Title 5, § 55200)
- 3.4 Course curriculum quality and approval processes are matters of an academic and professional nature and shall be developed through the Academic Senates and ultimately approved by the Board of Trustees. Distance education courses shall meet the same standards as are applied to face-to-face courses. Determinations and judgments about the quality of distance education shall be made with the full involvement of faculty. (Title 5, §§ 55002, 55202)
- 3.5 Any portion of a course conducted through distance education shall include regular substantive and effective faculty initiated contact with students. The determination of regular substantive and effective contact is an academic and professional matter. (34 C.F.R. § 602.3; Title 5, § 55204, subd. (a))
- 3.6 Any portion of a course provided through distance education shall be conducted consistently with guidelines issued by the State Chancellor. (Title 5, § 55204, subd. (b))
- 3.7 Any portion of the instruction in a proposed or existing course that is designed to be provided through distance education in lieu of face-to-face interaction between instructor and student shall be separately reviewed and approved according to the District's adopted course approval procedures. (Title 5, § 55206)
- 3.8 Instructors of distance education courses shall be selected by the same procedures used to determine all instructional assignments. Distance education faculty shall possess the appropriate state minimum qualifications for the discipline in which they teach. (Title 5, § 55208(a))
- 3.9 The Colleges shall implement processes through which the Colleges establish that the student who registers in a course or program is the same student who participates in and completes the course or program and receives the academic credit. (34 C.F.R., § 602.17 (g))

- 3.10 The Colleges shall implement processes through which the Colleges establish that the student who registers in a distance education course has equivalent access to online student and academic support services.
- 3.11 Where fifty percent (50%) or more of courses for a degree or certificate program are offered by distance education, the Colleges shall obtain accrediting commission approval of the substantive change prior to offering the program through distance education.

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LRCCD

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