DISTANCE AND CORRESPONDENCE EDUCATION

Student Authenticity and Privacy

To ensure the integrity of the Distance and Correspondence Education offerings and comply with federal regulations (34 CFR Section 602.17g) and ACCJC policies, the Contra Costa Community College District requires student authentication for ~~to~~ Distance and Correspondence Education classes. Students must authenticate using the unique District-issued student ID and password, ~~issued by the Contra Costa Community College District,~~ together with multi-factor authentication, whenever they access the District's registration system or learning management system. ~~as part of the enrollment process. Required use of the student ID and password serves as a means to validate that the student who is registered for any distance education or correspondence course is the same student who academically engages in the course or program.~~

The District and the colleges will~~, at all times,~~ work to protect ~~ensure that each~~ student's' passwords ~~is protected~~ against public disclosure. Students shall be informed of ~~notified about~~ steps to reset their ~~take in order to request the issuance of a new~~ password if ~~should~~ they believe it ~~that their existing password~~ has been compromised.

~~The District will make available to each student, at the time of registration, a statement of the process in place to ensure student privacy.~~

Definitions per State and Federal Regulations

- **Distance Education** means ~~[34 CFR Section 602.3]:~~ ~~Ee~~education that uses one or more of the following technologies ~~listed~~ ~~in paragraphs (1) through (4)~~ to deliver instruction to students who are separated from the instructor(s) ~~or instructors~~ and to support regular and substantive interaction between ~~the~~ students and ~~the~~ instructor(s) through modalities as defined by the Chancellor's Office pursuant to Title 5, Section 55000.5. ~~or instructors either synchronously or asynchronously.~~
  ~~The technologies may include:~~
  - The internet
  - One-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices;
  - Audio conference
  - Other media used in a course in conjunction with any of the technologies listed above ~~in paragraphs (1) through (3) of this definition~~.

  Distance education does not include correspondence courses.

- **Correspondence education** ~~course~~ means: ~~[34 CFR Section 602.3]:~~ education ~~a course~~ provided through one or more courses by an institution ~~under~~ in which ~~the institution provides~~ instructional materials, including examinations on those materials, by mail or electronic transmission~~, including examinations on the materials,~~ to students who are separated from the instructor(s). Correspondence education is not distance education.

  ~~i~~Interaction between instructors and students in a correspondence course is limited, is not regular and substantive, and is primarily initiated by the student. Correspondence courses are typically self-paced.
  ~~(a) if a course is part correspondence and part residential training, the U.S. Department of Education considers the course to be a correspondence course;~~
  ~~(b) Correspondence education course is not distance education.~~

- ~~For purposes of this definition, a~~An instructor is an individual responsible for delivering course content and who meets the qualifications for instruction established by an institution's accrediting agency. Instructors of distance education shall be prepared to teach through distance education consistent with Title 5 distance education requirements, District policies, and negotiated agreements.

Regular and Substantive Interaction in Instruction

Any portion of a course conducted through distance education shall include regular and substantive interaction between instructor(s) and students and among students as described in the course outline of record or distance education addendum.

~~For purposes of this definition, s~~**Substantive interaction** ~~is~~ engage~~sing~~ students in teaching, learning, and assessment, consistent with the content under discussion~~,~~ and ~~also~~ 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.

~~An institution ensures r~~**Regular interaction** between a student and ~~an~~ instructor(s) ~~or instructors~~ must occur before ~~prior to~~ the student~~'s~~ complete~~sion of~~ a course or competency. Colleges shall ensure regular interaction by:

(1) ~~P~~providing ~~the~~ opportunitie~~sy~~ for substantive interaction~~s 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) ~~M~~monitoring the student's academic engagement and success and ensuring that an instructor ~~is responsible for~~ promptly and proactively engage~~sing~~ in substantive interaction with the student when needed ~~on the basis of such monitoring,~~ or upon the student's request ~~by the student~~.

~~**Instructor Preparation to Teach Distance Education**. Instructors of distance education shall be prepared to teach in a distance education delivery method consistent with district policies and negotiated agreements.~~

Course Review and Approval

The review and approval of new and existing distance education courses shall follow the curriculum approval procedures outlined in Curriculum and Instruction Procedure 4008, Review, Establishment, Modification and Discontinuance of Courses and Programs. ~~The distance education course outline of record or addendum shall be approved under the same conditions and criteria as all other courses and must be in compliance with the Americans with Disabilities Act and Section 508 of the Rehabilitation Act of 1973. The course design and all course materials must be accessible to every student, including students with disabilities.~~

Course Outline of Record or Addendum
If any portion of the instruction ~~in a new or existing course~~ is to be provided through distance education, the course outline of record or an addendum to the official course outline of record shall address how course outcomes will be achieved ~~in a~~ through distance education ~~mode~~ and how the portion of instruction delivered ~~via~~ through distance education meets the requirement for regular and substantive interaction.

The distance education course outline of record or addendum shall be approved through the college's adopted curriculum approval procedures. ~~under the same conditions and criteria as all other courses and must be in compliance with the Americans with Disabilities Act and Section 508 of the Rehabilitation Act of 1973. The course design and all course materials must be accessible to every student, including students with disabilities. The use of~~ Using a learning management system to supplement in-person instruction does not constitute delivery of instruction through distance education or require ~~necessitate~~ separate distance education approval.

Course Quality
When approving distance education courses, the college curriculum/instruction committee ~~will~~ shall certify the following:

- Course Quality Standards – Every portion of the course conducted through distance education course meets the same standards of course quality ~~are applied to the distance education courses~~ as ~~are~~ apply~~ied~~ to ~~traditional classroom~~ in-person courses.

- Course Quality Determinations – Determinations and judgments about the quality of the distance education course ~~are~~ were made ~~with the full involvement of~~ by the college curriculum/instruction committee and followed the adopted course approval procedures.

- Instructor Contact – Each section of the course ~~that is~~ delivered through distance education will include regular substantive interaction between instructor and students~~,~~ and among students~~., if described in the course outline of record or distance education addendum.~~

Accessibility

The course design and all course materials must be accessible to every student, including students with disabilities, consistent with the Americans with Disabilities Act and Section 508 of the Rehabilitation Act of 1973.

Accessible means that a person with a disability has the opportunity to acquire the same information, engage in the same interactions, and enjoy the same services as a person without a disability in an equally effective and equally integrated manner, with substantially equivalent ease of use. The person with a disability must be able to obtain the information as fully, equally, and independently as a person without a disability. Although this might not result in identical ease of use compared to that of persons without disabilities, it still must ensure equal opportunity to the educational benefits and opportunities afforded by the technology and equal treatment in the use of such technology.

Asynchronous Instructional Time

For purposes of calculating instructional time in asynchronous distance education, a week of instructional time is any week in which both of the following occur:

(1) the institution makes available the instructional materials, other resources, and instructional support necessary for academic engagement and completion of course objectives; and
(2) the institution expects enrolled students to perform educational activities demonstrating academic engagement during the week.

~~Duration of Approval – All distance education courses approved under this procedure will continue to be in effect unless there are substantive changes to the course outline.~~

Code of Federal Regulations, Title 34, Sections 602.3 and 602.17(g) ~~and 602.3~~
California Code of Regulations, Title 5, Sections 55002.5, 55200, 55202, 55204, and 55210
Education Code Sections 66700 and 70901 et seq.

Historical
Annotation:
Adopted 11/14/12
First Revision 10/14/20
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Third Revision: XX/XX/26