Definition: Distance education means instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology.

Authentication of the Student’s Identity:
The Cabrillo Community College District will provide secure student authentication to the student network, online courses, and related resources. A single authentication process will provide students access to the campus network and the learning management system. Student users will be identified by registration status through the Colleague enterprise system. Accounts will be provisioned automatically for the Student Active Directory domain. A similar process will import student accounts into the campus Learning Management System (LMS) and enroll them in the appropriate section(s). Student accounts will be authorized for the course(s) in which they are registered. The maintenance of the authentication system will be performed by the Information Technology (IT) Department and management of the LMS by the Teaching and Learning Center.

The Student Rights and Responsibilities Handbook, available on the college website, establishes a campus-wide policy on academic integrity that describes student responsibilities, and includes a provision for online courses. Incidents of violation of online academic integrity are reported to the Student Affairs Office.

Course Approval: Each proposed or existing course offered by distance education shall be reviewed and approved separately by the Curriculum Committee. 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 Regulation 4020, Program and Curriculum Development and Planning. Distance education courses shall be approved under the same conditions and criteria as all other courses.

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

Certification: When approving distance education courses, the Curriculum Committee will certify the following:

Course Quality Standards: The same standards of course quality are applied to the distance education courses as are applied to traditional classroom courses.
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**Course Quality Determinations:** Determinations and judgments about the quality of the distance education course are made with the full involvement of faculty during approval procedures and the faculty evaluation process.

**Instructor Contact:** Each section of the course that is delivered through distance education will include regular effective contact between instructor and students. Various instructional strategies and technologies will be employed by faculty to help verify student identity through participation. Faculty are expected to include student verification in the design of their online courses.

*Legal References:*
*Title 5 Sections 55200 et seq.*
*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*
*34 Code of Federal Regulations Section 602.17*

Adopted: November 1, 2012