

HARTNELL COMMUNITY COLLEGE DISTRICT

AP 4105 Distance Education

References: Title 5 Sections 53200, 55002 and 55200 et seq.; References: 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; ACCJC Accreditation Standard 2, Hartnell College Administrative Procedures 4020 and 4022.

Distance education refers to instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology. (5 CCR §55200) Distance education courses may be offered fully online (the required number of instructional hours based on the number of units is conducted online) and hybrid (a course in which any of the required number of instructional hours based on the number of units is met face-to-face as well as online).

Course Approval: Distance education courses are approved under the same conditions and criteria as all other courses and follow curriculum approval procedures with the full involvement of faculty in accordance with Title 5 §53200 and §55002. The review of new and existing distance education courses follows the curriculum approval procedures outline in Administrative Procedure 4020, Program, Curriculum and Course Development, and 4022, Course Approval. Each proposed or existing course offered by distance education is reviewed and approved separately if any portion of the instruction in a course is designed to be provided through distance education. (5 CCR 55206)

When approving distance education courses, the Curriculum Committee will certify the

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Course Quality Standards: the same standards of course quality are applied to any portion of a course conducted through distance education as are applied to a

Duration of Approval: courses are reviewed on a five-year rotational cycle and updated as needed in accordance with Hartnell Administrative Procedure 4020. Distance Education and hybrid modalities are reviewed and approved as a separate action of the Curriculum Committee.

Authentication: Federal regulations pertaining to federal financial aid eligibility require that distance education courses and programs include processes to verify student identity and protect student privacy.

