
**Kern Community College District
Administrative Procedure
Chapter 4 – Academic Affairs**

AP 4105 Distance and Correspondence Education

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 2

Consistent with federal regulations pertaining to federal financial aid eligibility, the District must authenticate or verify that the student who registers in a Distance Education or Correspondence Education courses is the same student who participates in, completes, and receives academic credit for the course or program. At the time of registrations, the District will provide to each student at the time of registration, a statement of the process 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 the following 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 identity.

The Chief Instructional Officer shall establish procedures for providing a statement of the process in place to protect student privacy and estimated additional student charges associated with verification of student identity, if any, to each student at the time of registration.

Definitions:

Definition of Distance Education: Distance Education means education that uses one or more of the technologies listed below to deliver instruction to students who are separated from the instructor(s) either synchronously or asynchronously. Technology 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 communication devices, (3) audio conference, (4) other media used in a course in conjunction with any of the technologies listed in this definition. Distance education does not include correspondence courses.

Definition of Correspondence Education: Correspondence Education means education provided through one or more courses by a community college or district under which the college or district 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 should be 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: The review and approval of new and existing distance education courses shall follow the 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 Chief Instructional Officer 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 appropriate discipline faculty and the curriculum committee approval procedures.

Regular interaction: 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 the request of the student.

Substantive interaction: Engaging 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 District's or program's accrediting agency.

Instructor Contact

Distance Education: Each section of the course that is delivered through distance education will include regular and substantive interaction between instructor and students, as well as among 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.

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 Chief Instructional Officer or designee. Instructors will be responsible for ensuring that each student will receive ongoing support toward making meaningful academic progress.

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 the Chief Instructional Officer or designee.

Course Outline of Record or Addendum to Course Outline: The course outline of record or an addendum to the official course outline of record for any new or existing course provided through distance or correspondence education 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 meets the requirements for regular and substantive interaction;
- 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
- The course design and all course materials must be accessible to every student, including students with disabilities.

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

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 by the same procedures used to determine 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. Refer to AP 5130 regarding financial aid eligibility requirements.

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.

- 12 semester hours for a program that measures progress in credit hours and uses standard terms per academic term.
- 24 semester hours for a program that measures progress in credit hours and does not use terms, over the weeks of instructional time in the academic year, or the prorated equivalent if the program is less than one academic year.
- For a program that measures progress in credit hours and uses nonstandard terms (terms other than semesters, trimesters, or quarters) the number of credits as determined by:
 1. Dividing the number of weeks of instructional time in the term by the number of weeks of instructional time in the program's academic year; and
 2. Multiplying the fraction determined under paragraph 1, above by the number of credit hours in the program's academic year.
- 24 clock hours per week for a program that measures progress in clock hours. A "clock hour" for correspondence education purposes is defined as 60 minutes of preparation in a correspondence course.
- A series of courses or seminars that equals 12 semester hours in a maximum of 18 weeks.
- The work portion of a cooperative education program in which the amount of work performed is equivalent to the academic workload of a full-time student.

Course Section Enrollment Capacity: Maximum and minimum class sizes will be determined by the College President or designee after consultation with faculty chairs. Class size decisions at each campus shall be made in a fair and consistent manner based on pedagogical and enrollment management considerations. Procedures for determining the number of students assigned to Distance Education courses provided through distance education may be reviewed by the respective curriculum committee.

Use of District-Approved Learning Management System

Faculty choosing to incorporate a learning management system (LMS) into their course(s) must be the Kern CCD-approved LMS.