San Mateo County Community College District
Administrative Procedure on Distance Education

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

2. Each proposed or existing course offered by distance education shall be reviewed and approved separately. 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.

3. The review and approval of new and existing distance education courses shall follow the curriculum approval procedures. Distance education courses shall be approved under the same conditions as all other courses.

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

    a. Course Quality Standards: The same standards of course quality are applied to the distance education courses as are applied to traditional classroom courses.

    b. Course Quality Determinations: Determinations and judgments about the quality of the distance education course were made with the full involvement of the Curriculum Committee's approval procedures.

5. Each section of a distance education course will include regular effective contact between instructor and students.

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

7. Consistent with federal regulations pertaining to federal financial aid eligibility, the District must verify that the student who registers in a distance education or correspondence education course is the same student who participates in and completes the course or program and receives the academic credit. The District will provide to each student at the time of registration, a statement of the process in place to protect student privacy and estimated additional student charges associated with verification of student identity, if any.

8. The Vice President of Instruction shall utilize one or more of these methods to authenticate or verify the student's identity:

    a. secure credentialing/login and password
    b. proctored examinations
    c. new or other technologies and practices that are effective in verifying student identification

9. The Colleges help protect students' privacy and authenticate students' identity by requiring secure login and password whenever a student registers for classes, reviews his/her enrollment information, or logs in to any other secure SMCCCD site. The District will not share any SMCCCD student login and password information with anyone, and students are advised not to share any SMCCCD login and password information. A statement to this effect is posted prominently for students each time they log in to WebSmart, the San Mateo Community College District's electronic registration system.

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

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