



Book	VCCCD Board Policy Manual
Section	Chapter 4 Academic Affairs
Title	BP 4105 Distance Education
Code	BP 4105
Status	Active
Legal	<p>ACCJC Guide to Evaluating Distance Education and Correspondence Education</p> <p>29 U.S. Code, Section 794d</p> <p>42 U.S. Code, Sections 12100 et seq.</p> <p>Programs under Title IV of the Higher Education Act of 1965, as amended 34 Code of Federal regulations part 600</p> <p>Title 5, Section 55200 et seq.</p> <p>U.S. Department of Education Egulations on the Integrity of Federal Student Financial Aid</p>
Adopted	May 12, 2015
Last Revised	June 16, 2020
Last Reviewed	June 16, 2020

In consultation with Academic Senates and upon the recommendation of the Chancellor, the Board establishes procedures that ensure distance education courses, training, and activities comply with applicable regulations and are consistent with each District's college's missions and goals.

Distance education is the delivery of instruction in which the instructor and the students are separated by distance and/or time and interact through the assistance of communication technology. Distance education includes a focus on the design of pedagogy, technology, and instructional systems.

Ensuring that distance education courses, materials, and resources are accessible to students with disabilities is a shared institutional responsibility. Faculty members need to receive appropriate training in order to ensure that they understand what constitutes accessibility, and institutions must provide faculty with both the necessary training and resources to ensure accessibility. The Americans with Disabilities Act of 1990 (42 U.S. Code Sections 12100 et seq.), section 508 of the Rehabilitation Act of 1973 (29 U.S. Code Section 794d), and Government Code Section 11135 all require that accessibility for persons with disabilities be provided in the development, procurement, maintenance, or use of electronic or information technology by a community college district using any source of state funds. (See Legal Opinion M 03-09.) Title 5 Section 55200 explicitly makes these requirements applicable to all distance education offerings.

All instructors who teach distance education courses must have the required, current certification in online teaching. The online instructor must provide regular and effective/substantive contact with the students and use the same standards of course quality and rigor as is applied to traditional classrooms.

Reference [Administrative Procedure AP 4105](#).

#### Governance Review

2020 06.16 Board of Trustees Meeting  
 2020 05.12 Board of Trustees Meeting (proposed)  
 2020 04.23 Policy, Planning, and Student Success Committee  
 2020 04.20 Chancellor's Cabinet  
 2020 04.16 DTRW-I  
 2020 03.12 DTRW-I

