

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 4
Academic Affairs

AR 4105 Distance Education and Correspondence Education

Reference(s):

[Education Code Sections 66700 and 70901 et seq.;](#)

[Title 5 Sections 55200 et seq.;](#)

[Title 5 Sections 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 II.A.1, [II.A.2](#), [III.C.1](#)

The Rancho Santiago Community College District supports distance education as part of the Colleges' mission and with approval from the Curriculum and Instruction Councils. Distance education means instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology.

[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 course section 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. The Vice President of Academic Affairs shall establish procedures for providing a statement of the process in place to protect student privacy.](#)

[The Vice President of Academic Affairs shall utilize one or more of these 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 identification.](#)

[The Vice President of Academic Affairs 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.](#)

[The Colleges will provide faculty with both the necessary training and resources to ensure accessibility standards are met.](#)

Commented [LJ1]: Add Correspondence Education?
There would be much more to add from the CCLC language if we do. Also, the general order of this AR does not align with CCLC

Commented [DD2R1]: Yes, there is in noncredit

Commented [DD3R1]: Put in order of the CCLC

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.

Commented [DD6]: Added correspondence education definition from CCLC

Deleted: Each section of the course that is delivered through distance education will include regular effective contact between instructor and students. Faculty teaching online and hybrid courses will ensure that course materials are ADA accessible (Americans with Disabilities Act of 1990). The Colleges will provide faculty with both the necessary training and resources to ensure accessibility standards are met.

Courses offered through distance or correspondence education shall have an addendum to the course outline of record which shall be 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. The review and approval of new and existing distance education addendums shall follow the curriculum approval procedures outlined in Administrative Procedures 4020, Program and Curriculum Development. Distance education courses shall be approved under the same conditions and criteria as all other courses.

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When approving distance education addendums, the Curriculum and Instruction Council will certify the following:

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

Course Quality Determinations: Determinations and judgments about the quality of the distance education instruction were made with the full involvement of the Curriculum and Instruction Council approval procedures.

Duration of Approval: All distance education addendums approved under this procedure will become effective immediately following approval by the Curriculum and Instructional Council. This approval will continue to be in effect unless there are substantive changes of the course outline.

Commented [LJ7]: Cherylee, can you review this for currency?

Commented [DD8R7]: Should this state substantive contact?

Deleted: ¶

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 course section 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. The Vice President of Academic Affairs shall establish procedures for providing a statement of the process in place to protect student privacy.¶

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

Deleted: The Vice President of Academic Affairs 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.¶

Each section of the course that is delivered through distance education will include regular and substantive interaction between instructor and students and amongst students. Faculty teaching online and hybrid courses will ensure that course materials are ADA accessible (Americans with Disabilities Act of 1990).

Revised: March XX, 2022
Adopted: September 17, 2018

Rancho Santiago Community College District
BOARD POLICY
Chapter 4
Academic Affairs

BP 4230 Grading

Reference:

Title 5, Section 55023

Courses shall be graded using the grading system established by Title 5.
The grading system shall be published in the college catalog(s) and made available to students.

~~The grading system shall include the "FW" grade for unofficial withdrawal.~~

Revised: March XX, 2022

Revised: July 21, 2014 (Previously BP6120)

Reviewed: May 7, 2018

Deleted: ACCJC Standard XX

Commented [LJ2]: This addition is from CCLC. Should we also add something about EW and/or P/NP?

Commented [DD3R2]: No ACCJC standard is referenced

Commented [DD4R2]: No, FW doesn't exist for RSCCD. No, they are referenced in the AR.

Commented [DD5R2]: We do not want to include P/NP because that is not a withdrawal code but a grading option for students. These grades are already on the AR4230.

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 4
Academic Affairs

AR 4236 Advanced Placement Credit

Reference(s):

Education Code Section 79500
Title 5 Section [55052](#)

Commented [DD1]: Updated to 55052 to align with CCLC

Deleted: 0

Credit by Examination may be obtained by one of the following methods:

- Achievement of a score of 3, 4 or 5 on an Advanced Placement Examination administered by the College Entrance Examination Board. Students should submit official copies of Advanced Placement Examinations test scores to the Office of Admissions and Records for evaluation.
- Achievement of a score that qualifies for credit by examination in the College Level Examination Program.
- Credit by satisfactory completion of an examination administered by the college in lieu of completion of a course listed in the college catalog.
- Achievement of an examination administered by other agencies approved by the college.

Determination of Eligibility to Take the Examination:

- The student must be currently registered in the college and in good standing,
- The course is listed in the college catalog,
- Credits acquired by examination are not applicable to meeting of such unit load requirements as Selective Service deferment, Veteran's or Social Security benefits.

Credits acquired by examination shall not be counted in determining the 12 semester hours of credit in residence required for an Associate degree.

In addition:

- Courses eligible for Credit by Exam must appear in the College Catalog – Credit by Exam section.
- The student's academic record clearly indicates that the credit was earned by examination.
- Limits on the number of units may be applied to requirements for the Associate degree.

The District shall post its Advanced Placement Credit procedure on its Internet Web [site](#).

Commented [DD2]: Yes, procedures on listed on the website

Revised: March XX, 2022

Adopted: September 17, 2018