

**Rancho Santiago Community College District**  
**ADMINISTRATIVE REGULATION**  
Chapter 4  
Academic Affairs

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**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.

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.

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.

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**

**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.

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

**Commented [DD8R7]:** Should this state substantive contact?

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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.

**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.

**Rancho Santiago Community College District**  
**BOARD POLICY**  
Chapter 4  
Academic Affairs

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**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

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### AR 4230 Grading and Academic Record Symbols

**Reference(s):**

Title 5 Section 55023, [55024](#), [55051](#), [55052](#), and [55052.5](#)

Grades from a grading system shall be averaged on the basis of the point equivalencies to determine a student's grade point average. [A complete and updated list of all evaluative symbols will be documented in the College Catalog as symbols may be subject to change. The following are sample evaluative symbols.](#)

**Deleted:** using only the following evaluative symbols:

**Evaluative Symbols:**

- A – Excellent (Grade Point = 4)
- B – Good (Grade Point = 3)
- C – Satisfactory (Grade Point = 2)
- D – Less than satisfactory (Grade Point = 1)
- F – Failing (Grade Point = 0)
- P – Passing (At least satisfactory – units awarded not counted in GPA)
- SP – Satisfactory Progress towards completion of the course (Used for noncredit courses only and is not supplanted by any other symbol)
- NP – No Pass (Less than satisfactory, or failing – units not counted in GPA)

**Non-Evaluative Symbols:**

**I – Incomplete:** Incomplete academic work for unforeseeable, emergency and justifiable reasons. The condition for the removal of the "I" shall be stated by the instructor in a written record. The record shall contain the conditions for the removal of the "I" and the grade assigned in lieu of its removal. The record must be given to the student with a copy on file with the registrar until the "I" is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. The "I" may be made up no later than one year following the end of the term in which it was assigned. The "I" symbol shall not be used in calculating units attempted nor for grade points.

**CIP – Currently In Progress:** The "CIP" symbol shall be used only in courses which extend beyond the normal end of an academic term. It indicates that work is "currently in progress," but that assignment of an evaluative symbol (grade) must await its completion. The "CIP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative symbol (grade) and unit credit shall be assigned and appear on the student's permanent record for the term in which the course is completed. The "CIP" symbol shall not be used in calculating grade point averages. If a student enrolled in an "open-entry,

**Commented [DD1]:** We use CIP for currently in progress

open-exit" course is assigned an "CIP" and does not re-enroll in that course during the subsequent term, the appropriate faculty will assign an evaluation symbol (grade) to be recorded on the student's permanent record for the course.

**RD – Report Delayed:** The "RD" symbol may be assigned by the registrar only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. "RD" shall not be used in calculating grade point averages.

**W – Withdrawal:** The "W" symbol may be used to denote withdrawal in accordance with the requirements of Title 5 Section 55024.

**EW – Excused Withdrawal:** The "EW" symbol may be used to denote an excused withdrawal in accordance with the requirements of Title 5 Section 55024.

**MW – Military Withdrawal:** The "MW" symbol may be used to denote military withdrawal in accordance with Title 5 Section 55024.

**Credit for Prior Learning Symbols:**

JSTX – Military Credit

MSX – Military Service

APX – Advanced Placement

IBX – International Baccalaureate

CLEPX – College-Level Examination Program

PX – Portfolios

WEX – Work Experience

CBEX – Credit by Exam

HSCBE – High School Articulated Courses

**Revised: March XX, 2022**

**Adopted: September 17, 2018**

**Deleted:** [ Symbol ] –

**Commented [LJ2]:** I am copying this here in case we need it.

**Commented [DD3R2]:** Yes there is a whole list that is transcribed for various CPL

**Commented [DD4R2]:** Entered list of symbols

**Deleted:** The "[ Symbol ]" symbol may be used to denote credit earned through successful completion of an International Baccalaureate examination, College Level Examination Program examination, Advanced Placement examination, or another experience, examination or assessment of prior learning, if the District determines that such prior learning satisfies the District's standards for measuring competencies comparable to those achieved in baccalaureate or general education level courses. Standards for satisfactory completion of a prior learning experience, examination or assessment will be approved by the faculty in the appropriate discipline for which prior learning credit is earned.

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**ADMINISTRATIVE REGULATION**  
Chapter 4  
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**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**