

## Distance Education

DVC has adopted a procedure based on principles of good practice to ensure that distance education is characterized by the same expectations for quality, integrity, and effectiveness that apply to traditional face-to-face classroom instruction.

This policy complies with federal and California state regulatory requirements and the Contra Costa Community College District Board Procedure 4014.

Distance Education is defined by the U.S. Department of Education, the California Code of Regulations Title 5, and is included in the Accrediting Commission for Community and Junior Colleges (ACCJC) - Western Association of Schools and Colleges' Policy on Distance Education and on Correspondence Education.

### **Distance Education means:**

Instruction in which the instructor and student are separated by time and/or distance and interact through the assistance of technology (5 CCR § 55200). Any portion of a course delivered through distance education includes regular instructor-initiated substantive interaction and instruction between the students and the instructor, and among students, either synchronously or asynchronously. Regular instructor-initiated substantive interaction and instruction are defined as interactions between an instructor and student within a course that monitors progress and provides feedback that furthers learning or assessment of learning.

Distance education does not involve limited, irregular, and primarily student-initiated interaction with the instructor nor is it self-paced.

In addition, instruction provided as distance education is subject to the requirements of the Americans with Disabilities Act (42 U.S.C. § 12000 et seq.) and section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794d).

### **Authentication:**

To ensure the integrity of the Distance and Correspondence Education offerings and comply with federal regulations (34 CFR § 602.17g) and ACCJC policies, DVC will ensure student authentication to Distance and Correspondence Education classes using the unique student ID and password issued by the Contra Costa Community College District as part of the enrollment process. Required use of the student ID and password serves as a means to validate that the student who is registered for a course is the same student completing the work and receiving the grades/credits.

[top](#)

All students will be required to enter their distance education course by authenticating through the District-approved Learning Management System (LMS).

The District and the colleges, including all faculty, will, at all times, work to ensure that each student's password is protected against public disclosure. Students shall be notified about steps to take in order to request the issuance of a new password should they believe that their existing password has been compromised.

### **Course Review and Approval**

DVC curriculum standards specify that all learning opportunities have equivalent quality, accountability, and focus on student outcomes, regardless of their mode of delivery. These standards provide a framework that allows DVC the flexibility to adapt our delivery modes to the emerging needs of students and society while maintaining both academic rigor and quality. All DVC courses and programs offered through distance education are required to meet the requirements of accreditation in each section of each course and program at each campus.

When approving courses to be offered through distance education, the college curriculum committee will certify the following:

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

Course Quality Determinations – Determinations and judgments about the quality of the distance education course are made with the full involvement of the college curriculum committee and follow the adopted course approval procedures.

Instructor Contact – Each course delivered through distance education will include regular and substantive interaction between the students and the instructor either synchronously or asynchronously.

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

Student Learning Outcomes - All distance education courses will be assessed using the same course-level student learning outcomes as traditional face-to-face courses.

Accessibility – All courses must specify how the portion of instruction delivered via distance education meets requirements of the Americans with Disabilities Act (42 U.S.C. § 12000 et seq.) and section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794D).

## **Students Participating in Distance Education**

Students enrolled in distance education are required to comply with the same policies as students enrolled in traditional face-to-face classroom courses including:

- Student Code of Conduct
- Academic Integrity and Plagiarism
- Student Privacy
- All other applicable college and district policies and procedures.

Diablo Valley College strives to provide distance education students the same access to support services as it provides to on-campus students.

## **Faculty Teaching Distance Education**

Each department will determine the selection of instructors for teaching distance education courses, and will follow the selection process as outlined in the department's bylaws.

---

### **Compliance/References:**

34 CFR§602.17g, 42 U.S.C. s 12000 etseq.,  
29 U.S.C. s 794d  
ACCJC Policy on Distance Ed & Correspondence Ed

### **Approval History:**

Approved by Faculty Senate: 2/25/13  
Approved by College Council: 4/22/13  
Approved by College President: 8/12/13  
Revised by College Council: May 15, 2019

[top](#)