

**PALO VERDE COMMUNITY COLLEGE DISTRICT  
ADMINISTRATIVE PROCEDURE**

**4105**

**Distance Education**

Reference: Education Code Section 55200 et seq.

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

Course Approval: 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.

The review and approval of new and existing distance education courses 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 courses, the Superintendent/President or designee 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 classroom courses.
- Course Quality Determinations: Determinations and judgments about the quality of the distance education course were made with the full involvement of the collegial governance approval procedures (BP/AP 2510).
- Professor Contact: Each section of the course that is delivered through distance education will include regular effective contact between Professor and students.

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

09/25/08 College Council Approval  
10/28/08 Board First Read  
11/18/08 Board Second Read and Approval