

Correspondence Education

Reference: Education Code, Sections 67310, 76365, and 84850;
Title 5 Sections 55200 et seq., 56000 et seq., and 59400 et seq.

Definition: Correspondence education means education provided through one or more courses by an institution under which the institution provides instructional materials, by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructor.

Course Approval: Each proposed or existing course offered by correspondence 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 correspondence education.

The review and approval of new and existing correspondence education courses shall follow the curriculum approval procedures outlined in Administrative Procedures 4020, Program and Curriculum Development. Correspondence education courses shall be approved using the same criteria as all other courses.

Curriculum Committee Certifications: When approving correspondence education courses, the Superintendent/President or designee will certify the following:

- **Course Quality Standards:** The same standards of course quality are applied to the correspondence education courses as are applied to traditional classroom courses.
- **Course Quality Determinations:** Determinations and judgments about the quality of the correspondence 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 correspondence education will include regular effective contact between Professor and students.

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