

**LOS ANGELES COMMUNITY COLLEGES  
OFFICE OF THE CHANCELLOR  
ADMINISTRATIVE REGULATIONS**

**INDEX NUMBER E-89**

<b>REFERENCE:</b> Title 5, CCR sections 55002, 55370, 55378	<b>TOPIC:</b> <b>Approval of Distance Education Courses</b>
<b>ISSUE DATE:</b> December 11, 1996	<b>INITIATED BY:</b> Educational Services
<b>CHANGES:</b> All Sections	<b>DATE OF CHANGES:</b> November 11, 1999

1. COURSE APPROVAL

- a. Each proposed or existing course offered by distance education shall be reviewed and approved separately (Title 5, Section 55378).
- b. The review and approval of new distance education courses shall follow the curriculum approval procedures outlined in Administrative Regulation E-65 Approval of Credit Courses: Standards and Procedures, sections 3(a) “Curriculum Planning and Development.”
- c. The review and approval of existing courses as distance education courses shall follow the curriculum approval procedures outlined in Administrative Regulation E-65 – Approval of Credit Courses: Standards and Procedure, section 3(c) “Added Courses.”

2. CERTIFICATION

When approving distance education courses, the college curriculum committee will certify the following:

- a. Course Quality Standards (Title 5, Section 55372)

The same standards of course quality are applied to the distance education courses as are applied to traditional classroom courses.

- b. Course Quality Determinations (Title 5, Section 55374)

Determinations and judgments about the quality of the distance education course were made with the full involvement of the faculty as defined by Administrative Regulation E-65 and college curriculum approval procedures.

- c. Instructor Contact (Title 5, Section 55376)

Each section of the course which is delivered through distance education will include regular effective contact between instructor and students.

3. DURATION OF APPROVAL

Distance education courses shall be approved under the same conditions and criteria as all other courses. All distance education courses approved under this regulation will continue to be in effect unless new regulations are approved that require substantive changes of the course outline.

4. REVISIONS

The procedures described in this regulation may be reviewed or changed, subject to the mutual agreement of the District Academic Senate and the Chancellor or designee.