Title 5, Section 55213 requires that each proposed or existing course, if delivered by distance education, shall be separately reviewed and approved according to a District’s certified course approval process. The distance education course should be reviewed through the six-year cyclical review process of Program Review pursuant to Title 5, Section 55201.

**Approval Process**

- Courses are initiated by and approved at college level by faculty in the discipline and/or department/division/cluster.
- The Curriculum Committee reviews each proposed and existing course offered through distance education separately in accordance with the provision of Title 5, sections 55205 “51% rule,” 55207 “Course Quality Standards,” 55209 “Course Quality Determinations,” 55211 “Instructor Contact,” 55213 “Separate Approval,” 55215 “Faculty Selection,” 55217 “Number of Students,” and other Title 5 Guidelines applicable to Distance Education.
- The review and approval of distance education courses shall follow the curriculum approval procedures outlined in Administrative Regulation E-65 – Approval of Credit Courses: Standards and Procedures.

**Certification:** The college curriculum committee certifies that the following requirements have been met for the following course:

<table>
<thead>
<tr>
<th>Subject Title</th>
<th>Course Title</th>
<th>Course No.</th>
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- ✓ **Course Quality Standards (Title 5, section 55207)**
  The same standards of course quality are applied to the distance education courses as are applied to traditional classroom courses.

- ✓ **Course Quality Determinations (Title 5, section 55209)**
  Determination 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.

- ✓ **Instructor Contact (Title 5, section 55211)**
  Each section of the course which is delivered through distance education will include regular effective contact between instructor and students.

**We certify that the information and answers above properly represent this course.**

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Department/Cluster Chairperson  
Date

Curriculum Committee Chairperson  
Date

Vice President, Academic Affairs  
Date

College President  
Date