



**TO:** Chief Executive Officers  
Chief Instructional Officers  
Chief Student Services Officers  
Chief Business Officers  
Academic Senate Presidents

**FROM:** Raul Arambula, Dean, Educational Services & Support

**RE:** Correspondence Education title 5 Regulations

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This memorandum is a notification of the title 5 Correspondence Education regulations chaptered by the Secretary of State effective May 1, 2021. In alignment with federal definitions, recognition of correspondence as an approved modality was removed from the distance education regulations, resulting in the need for new regulations that effectively define the quality standards, course approval, instructor contact, and reporting for correspondence courses. In partnership with the California Community Colleges Curriculum Committee (5C), the Chancellor's Office proposed the now approved regulations to establish correspondence education as an alternative method of instruction and define the standards and requirements for colleges utilizing this delivery method. As correspondence education continues to be an important part of the community college system instructional portfolio and serves a critical role in ensuring access to education, the title 5 regulations were updated to ensure high curricular standards and alignment with Federal Definitions detailed in CFR 34, Section 600.2.

For reference, the links to the title 5 Correspondence Education sections are provided below:

- [§ 55260. Correspondence Education Definition and Application.](#)
- [§ 55261. Correspondence Education Course Quality Standards.](#)
- [§ 55262. Correspondence Education Instructor Contact.](#)
- [§ 55263. Correspondence Education Separate Course Approval.](#)
- [§ 55264. Correspondence Education Faculty Selection and Workload.](#)
- [§ 55265. Correspondence Education Reporting.](#)
- [§ 55266. Determination of Full-Time Status for Correspondence Students.](#)

If you have any questions regarding this guidance, please contact Dean Raul Arambula (rarambula@CCCCO.edu).

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