

Ad Hoc Distance Learning Committee – Academic and Graduate Councils

The following recommendations have been approved by Academic and Graduate Councils for consideration by the Provost:

1. Variable topics courses, including seminars, special problems, and independent study courses, must have initial approval for online delivery but do not have to seek approval by the Councils for each change of topic.
2. Faculty must have received training in the University Web-based course management system before teaching an online course. Faculty members now teaching online courses are exempted from this requirement.
3. The decision whether variable topics courses, independent study, special problems, thesis and dissertation courses should be changed and approved to an online course format should be left up to the individual department.
4. If a student can obtain more than 50% of the major requirements through online courses, regardless of whether those courses are in or outside the department, the program must seek approval by the College Council and Academic Council to be offered as an online undergraduate program (the over 50% criteria does not pertain to GEC courses).
5. A department must seek approval by the College Council and Graduate Council to be offered as an online graduate program if a student can take more than 50% of the degree requirements through online graduate courses.
6. A question should be added to the Add Course and Modify Course approval forms that addresses whether the program will become over 50% online with approval of that particular course.
7. Courses that consist of more than 50% online delivery are classified as online courses and must be approved as such.
8. Courses designated as online must use the University Web-based course management system or must have an alternative delivery system approved by the Provost.
9. Online courses must have the X section designation or exceptions must be approved by the Provost.
10. The Academic and Graduate Councils should initiate a process whereby courses using alternative delivery methods (e.g., eight-week courses, five-week courses, mini-sessions, etc.) be reviewed over time.