



Policy Governing the Offering of Online Courses at UDC

Background: On April 13, 2010, The University Senate approved the Online Course Proposal Form developed with the participation of the Faculty Committee for Online Learning (C4OL) by the Center for Academic Technology (CAT) of the Learning Resources Division following a directive from the Provost and Vice President of Academic Affairs.

Purpose: The purpose of this policy is to regulate the approval, development, and offerings of online courses at the University of the District of Columbia and to ensure academic integrity and quality of course design.

POLICY

- All courses designated as online (those that **meet entirely online**) must strictly adhere to the Online Course Proposal Form, which requires the approval of the Unit/Department chair, Dean, and CAT in conjunction with C4OL.
- All courses **must be completely built and assessed prior** to starting instruction.
- All online courses **must use** Blackboard, the UDC Course Management System, as their instructional platform.
- All faculty assigned to teach online courses **must submit** evidence of proficiency to teach in the online environment with the Online Course Proposal Form: i.e., a minimum of thirty (30) hours of training and online experience using Blackboard, QM training, online instruction training, and certification as an online instructor.
- A completed Online Course Proposal form **must be approved** by the following deadlines:
 - **Fall** and **Summer** courses: before the **second Friday in January**
 - **Spring** courses: before the **first Tuesday after Labor Day**
- All online courses **will be assessed** by QM-certified peer reviewers, and faculty are obligated to make improvements as recommended by the assessment committee prior to the start of the instruction.
- **Only approved online courses will be published in the schedule** of courses and must be designated by section numbers 30-35. They will be submitted to the Registrars' Office by CAT.

This policy applies to all online courses with no exceptions, including those courses that may have been offered prior to the issuing of this instructional memorandum.

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