

Instructions for Applying to Teach a Majority Online Course at UMW

Beginning with the Spring 2013 semester, all UMW majority online courses must be approved before being offered. A majority online course is an online or blended course in which more than 50% of the face-to-face "seat time" is replaced by online learning.

The approval is a two-step process:

1. The course needs to be evaluated by the Distance & Blended Learning Committee to ensure that it meets the standards for quality online courses at UMW. (This is analogous to the vetting processes conducted for Writing Intensive and Speaking Intensive courses.) This evaluation requires the instructor to submit the attached "Majority Online Course Proposal" form to the Chair of the Distance & Blended Learning Committee by the appropriate deadline. You may find the Appendix helpful in preparing your proposal. Once approved, the course does not have to be reviewed again by the Distance & Blended Learning Committee each time it is offered if it is taught by the same instructor. Requests for a different instructor to teach a previously approved course do have to be reviewed by the committee.

Submission Deadlines: Online courses to be offered in the Spring semester must be accepted by the UFC no later than their October meeting. Therefore, the deadline for submitting an online course proposal to the Distance and Blended Learning Committee is September 8. Similarly, for Summer courses, the deadline is October 31, and for Fall courses, November 1st.

2. The course needs to be in compliance with Federal Distance Education Requirements. This step requires the instructor to submit the attached "Online Course Authorization Form" (available on the Distance and Blended Learning Committee's website) with all required signatures to the Registrar's Office before the course is listed on the course schedule. For online courses to be offered in the Spring semester, this deadline is the last Friday in September. For summer courses, the deadline is the last Friday in November. For fall courses, the deadline is the last Friday in February. The signed "Authorization Form" needs to be resubmitted if/when you change the method in which your students' identities will be authorized. For example, if you no longer wish to offer your online course through Canvas (where students use their UMW credentials to log in and verify their identity), the "Authorization Form" will need to be resubmitted.

For further information about this process, see the "UMW Online Course Authorization Policy" document found on the D&BLC website (click [here](#)).

For additional questions, feel free to contact Andrew Marshall, Chair, Distance & Blended Learning Committee (marshall@umw.edu).