

DRAFT

Submission Deadline Policy for Majority Online & Blended Course Proposals

The Committee on Distance and Blended Learning establishes proposal deadlines that enable approved courses to be scheduled for an upcoming semester, including a cushion of time following committee review for instructors to address concerns or make requested changes. The later the deadlines are set, the less time the Committee will have to review submissions and the less time instructors will have to address any changes requested by the committee. As a consequence, late submissions make it difficult or impossible to appropriately review courses in a timely way for the timetable followed by the Deans and Registrar before any given semester.

Once the Committee informs a faculty member that their online course proposal has been accepted, the faculty member should submit a signed Online Course Authorization Form, available on [the Committee page at the UFC website](#), to the Registrar's office.

Online courses will not be scheduled for the specified term if they are not on the list of accepted online courses when the Registrar creates the registration schedule for that term. Failure to meet the proposal deadlines makes it likely that the online course will not be scheduled.

Exceptions:

If an approved, majority online course is scheduled by the Registrar, but the listed instructor is unable to teach the course, the Committee may consider an emergency submission with a substitute instructor if the Committee is informed and the paperwork is submitted within two weeks of selecting the substitute instructor. Departments should reach out to the chair of the Committee to make sure that a decision is made expeditiously. If an instructor can't be found to teach it online, but can do it in a face-to-face mode, the students should be informed via the registrar.