There is an additional approval process for courses offered online. In addition to filling out the document “Distance Education Addendum” and answering questions about that document, the committee will ask the following questions:

1- How will regular effective student contact including office hours take place? Please give examples and frequency.

2- What are some examples of methods of instruction unique to the on-line modality which shall be utilized to take the place of face-to-face or real time contact?

3- In an on-line modality how will students be made aware of their progress?

4- What hardware, software, and technical support is required for your online course? How will students gain access to the necessary software and hardware to take the course?

5- Is your course compliant with A.D.A. accessibility guidelines? [Sec.508] Discuss both the course management system and your specific content.

The committee may ask follow up questions. This is intended as a guide to prepare you for the meeting.