

Online Course Policy

All proposed courses that include “online” as a mode of delivery on the New/Revised Course Proposal Form must answer the questions that assure student learning in the online format (Part I, 5), and be routed through the normal course approval process.

All existing courses numbered below the 5000-level that seek to add “online” as a mode of delivery, where course content and learning objectives remain the same, must be submitted to CAA (and CGS if between 4750-4999, or CGS if numbered 5000-level and above) as an executive action request.

All instructors of online courses must submit proof of having completed the Online Course Development Institute (OCDI), Illinois Online Network’s “Master Online Teacher” certificate or another documented and equivalent training activity before teaching the courses/sections for the first time.