

Title: Online Course Enrollment for CPDE Instructional Design Staff	Policy No: 3.10
Category: Academic Administrative Processes	Effective: Spring 2009

Policy Statement: CPDE Instructional Design staff may enroll in online courses they helped to create. Faculty members may not restrict those staff members from taking their course. However, certain restrictions apply as outlined in Related Procedures.

Background:

Concern has been expressed about the legal and ethical aspects of UCO staff members taking (as a student) online courses they have helped create. With the increasing number of UCO online courses and the increasing size of the CPDE Online Education Design Team, the likelihood of this situation arising will increase.

Purpose: To create a notification process and alternate grading mechanism for design team staff who take online courses they helped create.

Implementation Date: Fall 2008

Related Procedures: The following requirements/restrictions apply in cases in which a course designer registers for an online course he/she helped create: 1) The Design Team member must notify the Assistant Vice President for Professional and Distance Education that he/she intends to enroll in a course he/she helped create. 2) The Assistant Vice President for Professional and Distance Education will contact the instructor of record, notify him/her of the situation, and inform him/her of the option to require the design team student to complete an alternate set of learning assessments (i.e., anything upon which a grade will be based). 3) The enrolled student will have no access to the course-site greater than that given to any other student in the course.

Coordinating Offices: CPDE, Office of Academic Affairs

Academic Affairs Point of Contact: Assistant Vice President for Professional and Distance Education

Policy approved by the Provost/Vice President for Academic Affairs October 27, 2008.

Key Words: Online courses, distance education, professional education