

EASTERN CONNECTICUT STATE UNIVERSITY
GRADUATE CURRICULUM COMMITTEE FORM
POLICY FOR GRADUATE ONLINE COURSES

Instructions:

1. Any new online graduate course must be approved by the Graduate Curriculum Committee and by the University Senate.
2. All new courses proposed for online instruction must be submitted with the New Course Proposal form, and a course syllabus. A program modification form must be submitted if the new course is part of any program requirement.
3. All currently existing courses proposed for online instruction must be submitted with the Modification of an Existing Course form, and a course syllabus.
4. Temporary or pilot online courses may be taught as Special / Variable courses with the approval of the Program Coordinator. A Special Topics course must already be approved. No course may be offered more than once without going through the complete approval process which requires submission of a New Course Proposal.
5. For the submission/approval process and instructions, see the New Course Proposal or Modification of an Existing Course form.
6. New or modified online graduate courses must include a proposed syllabus that reflects the best practices for online learning. NECHE Guidelines for the Evaluation of Distance Education (https://www.neche.org/wp-content/uploads/2018/12/Pp90-Guidelines_for_the_Evaluation_of_Distance_Education_On_line_Learning.pdf) (2009) should also be considered and adhered to. The proposed syllabus must be structured following the standard template for online instruction approved by each graduate program, and must include, at a minimum, the following items:
 - Learning objectives
 - Weekly schedule that includes course content, and optionally, assigned activities
 - Grading criteria, including for active student engagement
 - Accessibility statement
 - Academic integrity statement
7. All instructors of online courses must complete an approved online course training, such as the training provided by the Center for Instructional Technology (CIT), every 3 years. All instructors must use the Blackboard template provided by CIT.