SAS Online Course Administrative Policy

Policy and Procedures for:
School of Arts and Sciences (SAS) Online Course Development

Policy Issue Date:
January 8, 2014

Policy Statement:
The policy outlines the SAS-specific administrative policy regarding the development of online courses.

Responsible Personnel:
SAS Executive Dean’s Office

Policy:

1. All online courses – whether new courses or adaptations of existing courses – must be submitted to the SAS Curriculum Committee for review. Guidelines can be found at the link below:

   http://sas.rutgers.edu/component/docman/cat_view/151-curriculum-committee?Itemid=159

2. Departments must submit a Net Revenue Sharing Participation Form to be eligible for net revenue sharing from online courses. The online New Revenue Sharing Participation Form can be found at the link below:

   https://rutgers.qualtrics.com/SE/?SID=SV_0pPXnAKee3pMtqR

3. All fully online courses must adhere to any University-wide policy regarding accessibility to students with disabilities, and must contain the following statement in the syllabus:

   Rutgers University welcomes students with disabilities into all of the University's educational programs. In order to receive consideration for reasonable accommodations, a student with a disability must contact the appropriate disability services office at the campus where you are officially enrolled, participate in an intake interview, and provide documentation:

   https://ods.rutgers.edu/students/documentation-guidelines

   If the documentation supports your request for reasonable accommodations, your campus’s disability services office will provide you with a Letter of Accommodations. Please share this letter with your instructors and discuss the accommodations with them as early in your courses as possible. To begin this process, please complete the Registration form on the ODS web site at:

   https://ods.rutgers.edu/students/registration-form
Who Should Read This Policy

This policy should be reviewed by:

- Deans, directors, chairs, and department heads
- Departmental administrators
- SAS faculty who are developing or teaching online courses

Related Documents

Other documents related to the SAS Online Course Administrative Policy include:

- SAS Curriculum Committee Policy on Online and Hybrid Courses
- Online Course Development Fund Application
- Net Revenue Sharing Participation Form

Contacts

Questions about this policy should be directed to:

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