



Distance Education • Learning Resources Unit Procedures
 Document Title: **Online Teaching Courses Waiver**
 Last Updated: March 12, 2014 by the Distance Education Office

If you have taught online or taken an online teaching coursework, the Online Teaching Courses may be waived. The online course taught should have all the required elements from the [ECC Online Course Review Checklist](#) while the online teaching coursework taken should have equivalent learning outcomes as the Online Teaching Courses.

Please follow the steps below for waiver consideration and review.

1. Complete and email this form with supporting documents to your Dean.
2. Meet with your Dean to discuss and present your online teaching coursework or experience.
3. Your Dean will email this form with supporting documents to the Distance Education (DE) Office for additional review and as needed discussion. The latter may contact you for additional questions.
4. After the DE Office review, your Dean will notify you with the decision.

It is recommended that you setup an appointment with the [DE Office](#) for a brief orientation of the [DE Program at ECC](#), current policies, procedures and best practices for online teaching.

Instructor Information:

Name: _____ Department: _____
 Email Address: _____ Phone Number: _____
 Class: _____ Semester: _____

Waiver Justification:

In a separate document, please provide your answers to the following questions. Include this document as an attachment when you email this form to your Dean.

1. Please explain how the design of your course addresses or will address (1) instructor presence and regular effective contact with students, (2) varied and current instructional materials and tools, (3) alignment of student learning outcomes with assessments, (4) accessibility (Section 508) and (5) copyright laws.
2. For previous teaching experience, please provide instructions on how to access your class(es) for review. For previous coursework, please enumerate all the courses you took and provide the description and certificate/proof of completion for each.

Comments:

Distance Education:

Dean:

Online Teaching Certification Courses Waiver: Approved Denied

Dean's Name: _____ Date: _____