

## **Mid-Atlantic Christian University Academic Affairs Policy #35**

SUBJECT: Guidelines for Approval of Online Courses offered through Consortia Agreements

DATE: February 18, 2004

REVISED: 8/18/04, 2/1/11, 2/13/13

NEXT SCHEDULED REVIEW: Faculty, biennially, February 2017

APPROVED BY BOARD OF TRUSTEES: May 2015

Policy for: Academic Affairs

Procedure for: Academic Affairs Administration and Faculty

Authorized by: Vice President for Academic Affairs

Issued by: Board of Trustees

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### I. Purpose

Through different consortia agreements, Mid-Atlantic Christian University provides a number of courses which students may elect to take in distance education format. The quality of all work offered via this format will be assured as follows.

### II. Policy

#### A. Faculty:

The teacher of the course must be eligible to serve as an adjunct at Mid-Atlantic Christian University.

#### B. Instruction:

Each syllabus will be scrutinized by the appropriate Mid-Atlantic Christian University department chair and, where applicable, another instructor to assure the quality of the following aspects of the course:

- Course objectives
- Course requirements
- Level and nature of assignments
- Textbooks
- Tests and examinations

### III. Procedure

A formal review process has been established and is implemented by the Academic Affairs office. Records of approved courses are maintained in the Academic Affairs office.

In addition, the appropriate department chair will evaluate the effectiveness of the distance instructor's interaction with students.

### IV. Published: Policy Manual

### V. Reason for Revision

### VI. Appendices