FAQ for Course Change Proposals to Add Online Modality to an Approved Course

1. Faculty complete Worksheet – Request to Revise a Course for Online Only to initiate the course change proposal for online modality for an approved in-person course. After completion, the worksheet is submitted to the department/division/program course preparer.

2. Faculty prepare a syllabus for an online version of the approved course. Make sure to develop a distinct syllabus for online offering of the course that includes documentation of:
   - Clear description of evaluation methods and how exams will be administered (For online courses, all contact hours must take place using online technologies, including examinations);
   - Access to the instructor in charge of the course;
   - Software and technology requirements for the course including technical support;
   - Synchronous or Asynchronous instruction or options for either;
   - Ensure syllabus refers to eLearn and Canvas and not iLearn and Blackboard.

3. After receiving departmental approval of the online syllabus, send to the department/division/program course preparer who will enter the proposal in the Course Request System (CRS).
   - Include an in-person syllabus (if course has an approved in-person version) to detail the differences between the two formats.

4. Course proposal will be routed in CRS through the normal approval process and will be reviewed by the Registrar, College/Division/School Faculty Executive Committee, and Graduate Council (graduate courses only) with final approval by the Committee on Courses.

Resources for Faculty and Course Preparers

There are several resources available for faculty to receive assistance in successfully submitting a course change proposal to add online modality for an approved course. These resources are listed below:

Office of the Registrar CRS Resources: https://registrar.ucr.edu/resources/crs#faculty

Committee on Courses Course Proposal Overview: https://senate.ucr.edu/courses

Committee on Courses General Rules and Policies Governing Courses of Instruction: https://ucr-senate-public.s3.amazonaws.com/committees/8/committee_resource/course-guidelines-12-06-22-approval-639a561e72c1e-.pdf