I.  The Academic Program

B.  General Rules

10. Approval of Distance Education Coursework

   a. Approval of Distance Education Courses Generally

   Distance education courses will be approved or disapproved through the process used for substantive changes to the School of Law’s curriculum; that is,

   1. Recommendation by Faculty Committee. A proposal to adopt a new distance education course, or to redesign an existing course to make it a distance education course, will be initially reviewed by a Faculty committee (typically the Curriculum and Assessment Committee and/or Academic and Student Affairs Committee).

   2. Review and Approval by Faculty. The proposal then will be reviewed by the Faculty and, at the Faculty’s discretion, approved by formal vote of the Faculty or by authorizing administrative action.

   3. Implementation by Dean. The Faculty’s approval (or, if appropriate, the administrative action authorized by the Faculty) will be communicated in writing by the Dean to the Office of the Registrar and the Office of the Provost, including identifying any changes that should be implemented by the Office of the Registrar.

   In all three stages, primary consideration shall be given to (a) ensuring a level of educational quality commensurate with best practices in distance education; (b) providing educational opportunities to students through distance education; (c) serving the Curricular Mission and Goals; and (d) meeting all applicable ABA Standards. This process applies to all distance education courses that award credit toward the J.D. degree, whether taught by law faculty or faculty outside the law school.

   b. Approval of Student Requests to Complete a Course via Distance Education Methods

   1. Completion of One-Third or Less of the Course through Distance Education Methods. A student’s request to utilize distance education methods to complete no more than one-third of a course that is not ordinarily offered as a distance education course will be approved or disapproved by the Assistant Dean for Student Life in consultation with the instructor of the course. The student’s request must be based on extraordinary circumstances that prevent the student from completing the course or make it unduly burdensome to complete the course. The burden is on the student to demonstrate extraordinary circumstances.
2. Completion of More than One-Third of the Course through Distance Education Methods. A student’s request to utilize distance education methods to complete more than one-third of a course that is not ordinarily offered as a distance education course will be approved or disapproved by the Assistant Dean for Student Life according to the following factors:

   a. The Faculty reserves authority to designate a particular course or set of courses as inappropriate for distance education delivery.

   b. The student’s request must be based on extraordinary circumstances that prevent the student from completing the course or make it unduly burdensome to complete the course. The burden is on the student to demonstrate extraordinary circumstances.

   c. The instructor of the course must be willing to fulfill the student’s request to deliver instruction via distance education methods in compliance with ABA Standards.