Faculty Online Course Access Guidelines/Procedures

Access to Washburn University online courses is generally restricted to the course instructor and to students officially enrolled in the course. Third party access to student and online course records shall be granted to the individuals listed below by following the outlined procedures.

-The Dean, Associate Dean, and Department Chair are authorized to access the online courses offered by their respective academic units. Course instructors should be notified by their respective dean of this. Written request of access should be sent to online-ed-support@washburn.edu and include Course Number, Name, Term, instructor name, and name of person requesting access. Requests should be submitted from a Washburn email account.

-Qualified individuals authorized by the Dean of Academic Outreach may also access WU online courses for compliance with the ADA requirements and adherence to the QM standards. The Dean of Academic Outreach must notify the course instructor in advance of the purpose and duration of the review and the identity of the reviewer. Written request of access should be sent to online-ed-support@washburn.edu and include Course Number, Name, Term, instructor name, and name of person requesting access. Requests should be submitted from a Washburn email account.

-Other individuals seeking access to online courses or records must notify the course instructor in writing of the purpose and duration (e.g., one week, one month, etc.) of the request prior to the access being granted. The requested access will be granted by the Online Education Support Area upon receipt of the course instructor’s written approval. Should the course instructor deny access or instructor is no longer available; the requester may seek the approval of the applicable academic department chair, dean, or Associate Vice President for Academic Affairs. If the request is approved, the course instructor shall be notified of the approval in writing by the Online Education Support Area. When the approved duration has expired, the Online Education Support Area will be responsible for deleting or disabling the visitor’s access.

Documented e-mail requests for, and approvals of, access to online courses and records will satisfy the written notification requirements above.

For more information on these guidelines/procedures, please contact your department chair or dean.

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