



Faculty Online Course Access Guidelines/Procedures

Access to an online course or the online portion of a face-to-face course is granted by default to the instructor(s) of record and students enrolled in the course. Other access is granted to appropriate parties as indicated here. This access is modeled after how a face-to-face course is visited: the instructor is notified beforehand by the visitor and is aware that the visitor will be present in their class at a particular time. 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 the requesting supervisor that they will be accessing the online portion of a course. Written request for access should be sent to oes@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 Vice President of Academic Affairs (VPAA) may also access WU online courses for compliance with ADA requirements and adherence to QOCI standards. The VPAA 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 oes@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 the online portion of courses 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 Online Education Support upon receipt of the course instructor's written approval. Should the course instructor deny access, or the instructor is no longer available, the requester may seek the approval of the applicable academic department chair, dean, or the Vice President for Academic Affairs. If the request is approved, the course instructor shall be notified of the approval in writing by Online Education Support. When the approved duration has expired, Online Education Support will be responsible for deleting or disabling the visitor's access.

Documented email requests for and approvals of access to the online portion of courses and records will satisfy the written notification requirements above.

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