



Policy on Scheduling Online Classes

The following policies govern the scheduling of classes which have hours listed as being completed online. This includes classes which are scheduled to be taught with 100% of the hours online or any portion of the hours online.

1. No class can be scheduled as being online until the class has been approved by the college curriculum committee as an online course.
2. No class with online hours can be scheduled with STAFF as the instructor.
3. No class with online hours can be scheduled with an instructor who has not been approved to teach online at LATTC.
4. Classes that do not appear in the printed schedule of classes are required to be advertised for 30 days prior to the start of the class.
5. All classes which are scheduled for online hours need to be reported to the director of the online program 30 days prior to their start date so as to be properly included in the web schedules, to have the class rosters uploaded, to have the Moodle shells created, and to be able to support the students with correct information.
6. Significant changes to classes with online hours need to be reported to the director of the online program, the instructor, and all students. Students need to be contacted by the instructor or the dept. to inform them of the changes made. The changes need to be reported in a timely manner to all parties involved. Whenever possible, changes need to be made and report to students at least 30 days prior to the start of the term.