



## Request for Approval to Offer a Course via Distance Education

Use this form to request approval to offer a course via Distance Education (**online, hybrid, ITV or at an off-campus location**). **Distance Education proposals now require Undergraduate or Graduate Council review.** Proposals for spring must be submitted using the process below by September; proposals for the summer and fall must be submitted by March.

**Process:**

- 1) Before submitting this form: Please follow your college/school's curriculum approval process for courses. All courses must be approved by the department and college curriculum committees, as well as college administration. The form should be submitted to Academic Affairs **after** dean approval.
- 2) Submitting this form: Complete the form in its entirety. Submit the form electronically using DocuSign to collect the necessary approvals, including Academic Affairs. Please copy Kelley Shaffer at CIITS as the last person in the DocuSign chain.
- 3) After submitting the form: For ITV and off-campus requests, approval can be tracked through DocuSign. For online or hybrid course approval, the Center for Instructional Innovation and Technology Services (CIITS) will contact the instructor to begin the review process for course approval.

College/School: _____	Department: _____	Program of Study: _____
Level: <input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate	Course Prefix and Number: _____	Course Title: _____
Semester/Year of Targeted Delivery: Fall _____    Spring _____ Sum I _____    Sum II _____	Will this course be part of an online program: If yes, what program: _____	
How will this course be offered? <input type="checkbox"/> ITV <input type="checkbox"/> Online <input type="checkbox"/> Hybrid <input type="checkbox"/> Off-Campus (enter location): _____ <input type="checkbox"/> <b>Synchronous (live with Zoom) - Requires Provost Approval</b> <input type="checkbox"/> Asynchronous (no set class time)		
Reason for requesting to offer via Distance Education:		
Instructor/Requestor Name: _____	Date of Request: _____	Instructor/Requestor Email: _____

**Required Approvals (Dept/College):**

Dept Curriculum Committee Chair	Date:	
Department Head	Date:	
College/School Curriculum Chair	Date:	
Dean	Date:	

**Required Approvals (Academic Affairs):**

Provost Designee (Dr. Carmen Carter)	Date:	
This course must be approved by the Undergraduate Council or Graduate Council, verified, and added to the Distance Education database in the Office of the Provost before the course can approved for online and/or hybrid delivery. Academic Affairs will sign on behalf of the Undergraduate and Graduate Council Chairs.		
Undergraduate/Graduate Council Chair (Dr. Carmen Carter)	Date:	
Vice President/SACS (Dr. Sarina Willis)	Date:	

**Center for Instructional Innovation & Technology Services (CIITS)**

This course has been verified and added to the list of courses to be reviewed for online/hybrid approval:		
Center for Instructional Innovation & Technology (CIITS) Representative (Dr. Kelley Shaffer)	Date:	