

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. **Once the dean approves, please submit the form to [Academic Affairs \(AA\) Curricular Services](#).** AA will secure approvals and signatures from the Academic Council(s), SACSCOC Liaison, and The Center for Instructional Innovation and Technology Services (CIITS).
- 3) After submitting the form: If the course is approved at the appropriate levels, CIITS will contact the instructor to begin the review process for course approval.

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| 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"/> Synchronous (live with Zoom) - Requires Provost Approval <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):

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

After the Academic Dean has approved, please submit document for further review via [Curricular Services](#).

Required Approvals (Academic Affairs):

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| 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)

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| 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 (Major Stewart) | | Date: | |