

**Clarion University of Pennsylvania
Distance Education Course Approval Form
For Existing Credit-Bearing Courses**

Faculty member name and department:
Course name/number/section:

Term:

Catalog description of course:

The faculty member makes the following specific proposal:

Description of the proposed medium of instruction:

Proposed method of student-faculty interaction:

Proposed method of evaluation of student achievement:

To be completed by department chair:

Class size limit:

Department recommendation: _____ Approve _____ Disapprove

Department Chairperson: _____ Date _____

Faculty Member completes and submits "Distance Education Course Approval Form" to the department for approval.

Distribution: ten copies of department recommendation are sent to Committee on Courses and Programs of Study (CCPS) for approval regarding only the "mode of delivery". Department recommendation is also sent to the Provost, Dean of the College, Director of Distance Education, the department and the faculty member.

CCPS Recommendation

The CCPS has considered the proposal and makes the following recommendation in accord with Article 42 of the SSHE/APSCUF collective bargaining agreement:

_____ Recommend approval as proposed

_____ Recommend approval if the following concerns are met* :

_____ Do not recommend approval

Check if applicable:

_____ This proposal has been modified by the faculty member, with modifications approved by the department chairperson, based upon discussions with the CCPS. This proposal, therefore, differs from the previously distributed drafts.

CCPS Chairperson _____ Date _____

Action # _____

Distribution:

CCPS recommendation is sent to the Provost, Dean of the College, Director of Distance Education, Department Chairperson, and the faculty member.

Deadline Dates for Proposal Submission

	Winter Intersession & Spring Terms:	Summer & Fall Terms:
From Faculty member to Department Chair:	October 1	March 1
From Department Chair to CCPS:	October 8	March 8
From CCPS to the Provost:	October 22	March 22
Presidential Decision:	October 30	March 30

Proposals that require an exception to the time line will be considered at local Meet and Discuss.

* Concerns to be sent to the faculty member who will have five working days to respond/amend.