

**DISTANCE LEARNING COURSE APPROVAL FORM**

Faculty member – meet with your department chair to complete this form.

Instructor Name: \_\_\_\_\_

Date: \_\_\_\_\_ Email Address: \_\_\_\_\_

Course Name: \_\_\_\_\_

Course No.: \_\_\_\_\_ Section: \_\_\_\_\_ Hours: \_\_\_\_\_

Department: \_\_\_\_\_ Semester/Year Offered: \_\_\_\_\_

Is this the first time this course will be offered via Distance Learning? Yes \_\_\_\_\_ No \_\_\_\_\_

First time this instructor is teaching a course via DL at SUNY Orange? Yes \_\_\_\_\_ No \_\_\_\_\_

Type of Online Course:

☐ **Distance Learning** (fully online)

Will this course require proctored testing on Campus? \_\_\_\_\_

Will this course require proctored testing at an off-campus location? \_\_\_\_\_

(Instructor must provide proctoring)

Will this course require field trips or on-campus learning experiences? \_\_\_\_\_

If yes, please describe:

---



---



---

☐ **Hybrid** (Course meets ½ time on campus and ½ time online)

Day/Time that the course will meet on campus? \_\_\_\_\_

(Classes which usually meet three days a week must meet twice weekly on campus)

☐ **Web-Enhanced Required** (Students required to use online component. Students will be notified of this in the bulletin so they can make an informed decision).

☐ **Web-Enhanced Optional** (Web component available but not counted toward grade).

=====

**THIS SECTION TO BE COMPLETED BY DEPARTMENT CHAIR:**

Has this instructor completed Angel training? \_\_\_\_\_

Will this course be taught on load or extra compensation? \_\_\_\_\_

If on load, what effect will it have on day sections? \_\_\_\_\_

Chair Signature for Approval: \_\_\_\_\_ Date: \_\_\_\_\_

(If approval is not given, please return to instructor with reasons for denial).

DEPARTMENT CHAIR, PLEASE FORWARD THIS FORM TO YOUR AVP FOR APPROVAL

AVP Name \_\_\_\_\_

AVP Signature for Approval \_\_\_\_\_ Date: \_\_\_\_\_

With AVP Approval, please cc: Department Chair, Originating Instructor, Registrar, and Coordinator of Instructional Technology