



DISTANCE LEARNING COURSE APPROVAL 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? _____

First time instructor teaching a course via DL at SUNY Orange? _____

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:

Rationale for offering this course via Distance Learning:

Hybrid _____

Day/Tim that the course will meet on campus? _____
(Classes which usually meet three days a week must meet twice weekly on campus)

Rationale for offering course via Hybrid format:

Web-Enhanced (Required or Optional) _____

Will participation in the web-enhancement portion of the course be required? _____
(If yes, students will be notified of this in the bulletin so they can make an
Informed decision).

Rationale for offering course with web enhancement:

EQUIPMENT NEEDS:

Are there any special equipment needs for this class? _____

If yes, what is needed? _____

Date needed by: _____ Course Shell Needed by: _____

**Faculty member, when the above sections are complete, please forward this form
to your department chair.**

DEPARTMENT CHAIR:

Has this instructor completed Angel training? _____

If yes, when? _____

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: _____

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

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
Neil Foley, Registrar (neil.foley@sunyorange.edu)
Maureen Larsen (maureen.larsen@sunyorange.edu)