

**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.

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.

### Deadline Dates for Proposal Submission

Winter Intersession &

From Faculty member to Department Chair:

From Department Chair to CCPS:

From CCPS to the Provost:

**Presidential Decision:**

Spring Terms:

October 1

October 8

October 22

**October 30**

Summer &

Fall Terms:

March 1

March 8

March 22

**March 30**