

**Distance Learning Course Approval Process**  
**Effective AY 2013-2014**

1. Any faculty member developing a new blended/hybrid or 100% online course OR converting an existing course to a distance learning format must complete the following:
  - a. The appropriate Educational Policy and Curriculum Committee (EPCC) form
    - i. Major Course Change form for a new course
    - ii. Minor Course Change form for converting an existing course to a hybrid or 100% online format
  - b. A Course Syllabus utilizing the Distance Learning Committee Syllabus Template
  - c. A Course Outline utilizing the Distance Learning Committee Outline Template
  - d. One functioning Online Module\*
2. These materials are initially reviewed by the Departmental Distance Learning Committee utilizing the Quality Matters Rubric.
3. The sponsoring Department reviews the materials and the recommendation from the Departmental Distance Learning Committee and votes to approve or disapprove the distance learning course.
4. The approved course (including all materials listed in item 1, above, and the recommendation from the Departmental Distance Learning Committee) is submitted to the University-Wide Distance Learning Committee (DLC) for full review utilizing the Quality Matters Rubric. The proposer or knowledgeable representative must be present at the DLC meeting to demonstrate the functioning Online Module and answer any questions posed by the committee.
5. Upon approval, the chairperson of the DLC will forward the course to the next appropriate committee:
  - a. Graduate courses are forwarded to the chairperson of the Graduate Council
  - b. GEP courses are forwarded to the chairperson of the General Education Advisory Committee (GEAC)
  - c. All other courses are forwarded to the chairperson of EPCC
6. Following approval by either Graduate Council (for graduate courses) or GEAC (for GEP courses), the chairperson of the committee will forward the course to the chairperson of EPCC.
  - a. The chairperson of EPCC will hold a 5-day Email open hearing inviting public comment upon the proposal.
  - b. Following the 5-day open hearing, the proposal will be placed on the agenda of the next EPCC meeting. The proposer or knowledgeable representative must be present at the EPCC meeting to answer any questions.
7. Upon EPCC approval, the chairperson of EPCC will forward the course to the President of the University Faculty Senate (UFS).
8. Upon UFS approval, the President of UFS will forward the course to the Provost who will ensure the registrar and other necessary parties receive notification.

\*Note: In cases of new programs/degrees/majors where one or more faculty may need to be hired to teach a new blended/hybrid or 100% online course(s), the initiator of the new program/degree/major may request from the DL Committee an expedited review of a course(s). The expedited review may waive the requirement calling for a demonstration of a functioning online module. Such a request shall not be unduly denied.

**General Education Course Approval Process**  
**Effective AY 2013-2014**

1. Any faculty member developing a new general education program (GEP) course OR adding an existing course to a GEP category must complete the following:  
 The appropriate General Education Advisory Committee (GEAC) form – *Addition or Deletion of a Course to the General Education Program* form
  - a. The appropriate Educational Policy and Curriculum Committee (EPCC) form if necessary
    - i. *Major Course Change* form for a new course
  - b. A Course Syllabus
2. The sponsoring Department reviews the materials and votes to approve or disapprove the course (for a new course), and its addition to a GEP category.
3. In such cases where the sponsoring department is not the sponsor of GEP category that the course will be added to, the course is submitted to the department(s) that sponsors the appropriate category. The GEP category sponsor reviews the materials and votes to approve or disapprove its addition to the GEP category. The GEP categories and sponsoring departments are as follows:

<b><u>GEP category</u></b>	<b><u>Sponsoring Department</u></b>
English Composition	English/Humanities
Quantitative Reasoning	Mathematical Sciences
Fine and Performing Arts	Fine, Digital and Performing Arts (FDPA)
Social Sciences	Social Sciences
Natural Sciences	Natural Sciences
Western Cultural Perspectives	English/Humanities & Social Sciences
Non-Western Cultural Perspectives	English/Humanities, FDPA & Social Sciences
Ethics	English/Humanities
Capstone	GEAC

4. The approved course is submitted to GEAC. The proposer or knowledgeable representative must be present at the GEAC meeting to answer any questions posed by the committee.
5. Upon approval, the director of the GEP will forward the course to the chairperson of EPCC.
  - a. If GEAC rejects the proposal, it returns to the sponsoring department for revision and may be resubmitted to GEAC after any deficiencies are addressed. *If a proposal is rejected twice by GEAC, it may be forwarded to EPCC despite GEAC's negative endorsement.*
  - b. The chairperson of EPCC will hold a 5-day Email open hearing inviting public comment upon the proposal.
  - c. Following the 5-day open hearing, the proposal will be placed on the agenda of the next EPCC meeting. The proposer or knowledgeable representative must be present at the EPCC meeting to answer any questions.
6. Upon EPCC approval, the chairperson of EPCC will forward the course to the President of UFS.
7. Upon UFS approval, the President of UFS will forward the course to the Provost who will ensure the registrar and other necessary parties receive notification.

**Graduate Course Approval Process**  
**Effective AY 2013-2014**

1. Any faculty member developing or altering a new graduate level course must complete the following:
  - a. The appropriate Educational Policy and Curriculum Committee (EPCC) form
    - i. Major Course Change form for a new graduate course
    - ii. Minor Course Change form for alteration of an existing graduate course
  - b. A Course Syllabus
2. The sponsoring Department reviews the materials and votes to approve or disapprove the graduate course.
3. The approved course (including all materials) is submitted to the Graduate Council for full review. The proposer or knowledgeable representative must be present at the Graduate Council meeting to answer any questions.
4. Upon approval, the chairperson of the Graduate Council will forward the course to the chairperson of EPCC.
  - a. The chairperson of EPCC will hold a 5-day Email open hearing inviting public comment upon the proposal.
  - b. Following the 5-day open hearing, the proposal will be placed on the agenda of the next EPCC meeting. The proposer or knowledgeable representative must be present at the EPCC meeting to answer any questions.
5. Upon EPCC approval, the chairperson of EPCC will forward the course to the President of the University Faculty Senate (UFS).
6. Upon UFS approval, the President of UFS will forward the course to the Provost who will ensure the registrar and other necessary parties receive notification.

**Undergraduate Course Approval Process**  
**Effective AY 2013-2014**

1. Any faculty member developing or altering an undergraduate level course that is neither intended to be taught in a 100% online or blended/hybrid fashion, nor intended to serve as a General Education Program (GEP) course must complete the following:
  - a. The appropriate Educational Policy and Curriculum Committee (EPCC) form
    - i. Major Course Change form for a new undergraduate course
    - ii. Minor Course Change form for alteration of an existing undergraduate course
  - b. A Course Syllabus
2. The sponsoring Department reviews the materials and votes to approve or disapprove the course.
3. The approved course (including all materials) is submitted to the EPCC chairperson for full review.
  - a. The chairperson of EPCC will hold a 5-day Email open hearing inviting public comment upon the proposal.
  - b. Following the 5-day open hearing, the proposal will be placed on the agenda of the next EPCC meeting. The proposer or knowledgeable representative must be present at the EPCC meeting to answer any questions.
4. Upon EPCC approval, the chairperson of EPCC will forward the course to the President of the University Faculty Senate (UFS).
5. Upon UFS approval, the President of UFS will forward the course to the Provost who will ensure the registrar and other necessary parties receive notification.