Graduate Distance Education Review Form

(Required for all courses taught by distance education for more than one-third of teaching contact hours.)

Existing and Special Topics Course

Course: _____

Instructor(s) of Record: _____

Phone: _____ **Email: _____**

Step One: Proposer

A. Provide a brief narrative rationale for each of the items, A1- A5.

1. How is/are the instructor(s) qualified in the distance education delivery method as well as the discipline?

2. How will each objective in the course be met using distance education technologies?

3. How will instructor-student and student-student, if applicable, interaction take place?

4. How will student achievement be evaluated?

5. How will academic honesty for tests and assignments be addressed?

B. Submit to the department or its curriculum committee the responses to items A1-A5, the current official syllabus of record, along with the instructor developed online version of the syllabus, and the sample lesson. This lesson should clearly demonstrate how the distance education instructional format adequately assists students to meet a course objective(s) using online or distance technology. It should relate to one concrete topic area indicated on the syllabus.

Step Two: Departmental/Dean Approval

Recommendation: ☐ Positive (The objectives of this course can be met via distance education)

☐ Negative

_____

Signature of Department Designee Date

Endorsed: _____

Signature of College Dean Date

Forward form and supporting materials to the Dean's Associate of the School of Graduate Studies and Research for consideration by the University-wide Graduate Committee. Dual-level courses initially require review and approval by the University-wide Undergraduate Curriculum Committee.

<u>Step Three</u>: University-wide Graduate Committee Approval

Recommendation: ☐ Positive (The objectives of this course can be met via distance education)

☐ Negative

_____

Signature of Committee Co-Chair Date

Forward form and supporting materials to the Provost within 30 calendar days after received by committee.

<u>Step Four</u>: Provost Approval

☐ Approved as distance education course ☐ Rejected as distance education course

_____

Signature of Provost Date

Forward form and supporting materials to Associate Provost.