# Form to Request to Offer a Course via Distance Education (DE)

**Course Title:** ________________________________

**Course Prefix:** ____________  **Course Number:** ____________

**Mode of DE:**

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Can the content identified in the course outline be presented in the proposed mode of DE?

2. Is the rigor of the proposed DE course the same as a comparable traditional course?

3. Can a student achieve the same goals and objectives identified in a comparable course outline via the proposed mode of instruction?

4. Can the same assignments in a comparable course outline be completed by the student and “graded” by the instructor via the DE method of instruction?

5. Can the same testing and student accountability be achieved via the DE mode of instruction as in the traditional mode of instruction?

6. Have steps been taken to ensure compliance with Section 508 and all other applicable ADA legislation?

For any “no” answer listed above, there must be a written explanation and an alternative identified. Please list on a separate sheet of paper.

**Signatures of Faculty Teaching in the Discipline:**

_______________________________  ________________________________

_______________________________  ________________________________

_______________________________  ________________________________

**Curriculum Committee Member**  **Division Dean Signature**
Course Outline Addendum for Delivery of a Course via Distance Education

Course Prefix and Number: ____________________________________________

Course Title: __________________________________________________________

Distance Delivery Mode:

___ Online (Classroom presence is not required.)
___ Hybrid (Percentage of course is online, reducing the number of hours spent in the classroom.)
___ Other. Please explain: ________________________________________________

“Each proposed or existing course, if delivered by distance education, shall be separately reviewed and approved by the curriculum committee prior to being offered.” (Education Code 55378)

Please provide a thorough response to each of the following questions.

1. Need/Justification
   A. What is the intent in offering the course by distance education?
   B. How will learning be enhanced by this mode of course delivery?

2. Methods of Instruction: Instructor – Student Contact
   A. Indicate the type and number of instructor-student contacts per semester and why you feel this will be effective.
   B. Describe how you will identify and respond to students experiencing difficulty.
   C. Identify the approximate hours anticipated per student for class activities.

3. Describe student assignments.

4. Describe the methods of student evaluation that will be employed.

5. What equipment and staff are necessary to support the course (for faculty and students)?

6. Describe how you will provide students with access to instructional materials and resources.

7. Describe how you will provide students with access to counseling and financial aid services.

8. Describe how you will accommodate students with disabilities.

9. Are additional resources or clerical support needed or anticipated to teach this course by distance learning?

10. What is the class size for this class?