

PVC Form 94

On-Line Courses

Prior to submission of this Form 94, the faculty member(s) proposing the internet course must obtain a letter of support from the Information Technology Services director of Client Support Services, stipulating that the University can support the technical requirements of the internet course. The letter must be attached to the Form 94.

The "Course Information Form for Course Offered Online or Via Compressed Video," which is not a substitute for a Form 90A, is to be used when an existing course is to be offered on-line with the intention to award academic credit. (Although the Form 94 need only be submitted once, the Course Information Form must be submitted each time the course is offered.) The initiating unit is responsible for seeking and receiving approval for such course offerings prior to public announcement of the offerings.

A complete syllabus and the Course Information Form must be attached.

Sponsoring School or Comparable Academic Unit	Sponsoring Dept. or Comparable Academic Unit	Course Name, Course Number, and Number of Credits

Faculty Member(s) in Charge	Dates of Activity	Site(s) of Activity

Signatures below indicate approval of the proposed on-line course:

Faculty Member(s) in Charge	Date	Chairperson	Date
Dean or Director	Date	Curriculum Council/Graduate Council	Date
Graduate Dean	Date	Provost and Vice Chancellor	Date
Director, Continuing Education	Date		