SIU Southern Illinois University
CARBONDALE

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« **FACULTY SUPPORT**

EXTENDED CAMPUS

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onlinesaluki@siu.edu

Contact Us

Extended Campus
Our Staff
850 Lincoln Drive
MC 6513
Northwest Annex A 134
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Applications for Online Course/Program Development

Are you an SIU faculty member interested in developing online academic programming? We might be able to help with that! All SIU faculty members are eligible to apply for development funds through SIU Extended Campus.

2018-19 UCC Online Course Development Grant Application

2018-19 Online Course Development Grant Application

2018-19 Online Program Development Grant Application

Center for Teaching Excellence

The Center for Teaching Excellence will serve as the one central unit for providing faculty and staff with expert assistance in sound pedagogy and technology enhancement for on-campus and distance education. The Center will build on the teaching and technology support provided by Instructional Support Services by transforming the goals and objectives of that unit to meet the changing needs of faculty in teaching and learning.

Military Program Resources

- Formal Class Meeting Dates

Scheduling Resources

If you wish to add/delete/modify a course:

- Agricultural Sciences
- Applied Sciences and Arts
- Business
- Education and Human Services
- Engineering
- Liberal Arts
- Mass Communication and Media Arts
- Science
- UCOL

For a college-specific template, click on the links above. Scheduling questions should be sent to: extendedscheduling@siu.edu

Southern Illinois University

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University Core Curriculum Online Course Development

Source:

extendedcampus.siu.edu/resources/faculty-support/2018-19-ucc-online-course-development-application.pdf

UNIVERSITY CORE CURRICULUM
ONLINE COURSE DEVELOPMENT

REQUEST FOR PROPOSAL

SOUTHERN ILLINOIS UNIVERSITY
EXTENDED CAMPUS

SIU EXTENDED CAMPUS
ONLINE COURSE DEVELOPMENT GRANT APPLICATION
University Core Curriculum Courses

Introduction
UCC Course Development funding is provided by SIU Extended Campus for the development of undergraduate core curriculum courses to the online learning environment.

Eligibility
All faculty members within SIU are eligible to apply. Approved existing and new UCC courses will be considered. Extended Campus is not responsible for approving new UCC courses. (Please contact University Core Curriculum) Interested faculty must attend a pre-proposal workshop offered by the Center for Teaching Excellence (CTE) and complete the SIU Online Development speed course prior to submitting the proposal. To register for a workshop go to: **https://tinyurl.com/yd278faa**

Note: You must use your SIU email address when completing the workshop registration form.

Faculty may self-enroll in the speed course. From your MyCourses (D2L Brightspace) homepage, click on the "**Help**" menu located in the navigation bar at the top of the screen. Select "**Special Activities** from the drop-down menu, then select "**Speed Course Spring 2019**" to join the course.

Questions about the workshop or speed course may be directed to CTE Director, Karla Berry, by email: k.berry@siu.edu.

Fundable Activities
This initiative is to provide development funding for online courses within the University Core Curriculum. It is principally for transferring traditional face-to-face courses to the online learning environment. An amount of $5000.00 will be provided for development of the course.

The grant award will be divided into two payments. One half will be paid at the beginning of course development and the second will be paid when the course development is complete and reviewed/approved by CTE. Funds will be transferred to a local account within the faculty member's department. If the department elects to use the funds as Faculty salary (Extra Compensation or NOA), it is responsible for creating and executing the faculty contract. If the funding is not used as salary, it is expected that faculty directly involved in developing the course(s) receive a benefit. The faculty member may elect to have the grant disbursed in the form of OTS (e.g. travel, equipment, contractual services, etc.). If faculty is responsible for developing more than one course, first and second payments will correspond with the course development sequence, which should be included within the program development plan.

INTELLECTUAL PROPERTY

Online programs developed with funds from SIU Extended Campus must be in compliance with University intellectual property policies and relevant copyright usage laws and standards. Intellectual property policies are available from the Office of Sponsored Projects and Administration.

DISABILITY ACCOMMODATIONS

It is the policy of Southern Illinois University to comply with the provisions of Americans with Disabilities Act, 42 U.S.C.A. Section 12101, et seq. ("ADA"). The ADA prohibits discrimination against qualified individuals with disabilities on the basis of their disability. The ADA provides, in part, that "no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs or activities of a public entity, or be subjected to discrimination by any such entity." All applications submitted must provide verification that the program's courses and educational materials developed will be compliant with the ADA requirements. Southern Illinois University Web Accessibility Guidelines can be found at: http://webservices.siuc.edu/accessibility/

SUBMISSION AND REVIEW SCHEDULE

Submit applications to:
SIU Extended Campus, Executive Director, 850 Lincoln Dr. NW Annex Room 135, MC 6513

Funding applications are due by October 1, 2018 (Fall submissions) and March 1, 2019 (Spring submissions). The Distance Education Council will review applications and applicants will be notified by October 30th or March 30th, respectively.

It is the faculty member's discretion when the course will be offered (Spring, Summer, Fall), which should be within one year of the initial approval.

SELECTION CRITERIA

Individual courses will be selected to receive funding based upon the following:

1. Thoroughness of the completed proposal.

2. Course is an approved University Core Curriculum course.

3. Course comprised of a complete syllabus and learning objectives.

4. Faculty has attended a CTE pre-proposal workshop and completed the Online Development Speed Course.

5. Course design incorporates quality online instructional approaches recommended in pre-proposal workshop.

6. Course seeks innovative approaches to online learning.

7. Proposal demonstrates strong learning experiences, opportunities for students to practice and apply knowledge, and appropriate assessment methods to check learning and provide feedback to distant students.

8. Course demonstrates extensive interaction between student and faculty, student and student, and student and course content. These can include, but are not limited to, chats, discussion, Web conferencing, podcasting, content interaction, group projects, simulation, and blogging.

9. Course plan clearly describes the design strategies and is realistic according to the proposed development timeline.

ONLINE CORE COURSE DEVELOPMENT
Funding Application

COURSE: Subject Area Code:_____   Number:_____

Full Title:_____

HOURS: _____ UCC Area: _____

COURSE DESCRIPTION:

_____

Name of Applicant:_____   NTT_____   T/TT _____

College: _____

Contact Information: _____

_____

CENTER FOR TEACHING EXCELLENCE

Date pre-proposal workshop attended: _____

Date Online Development Speed Course completed:_____
_____

PLEASE PROVIDE THE FOLLOWING IN THE PROPOSAL DOCUMENT

1. CONTENT: Provide an overview of the course content including a syllabus from the current face-to-face course, or a draft syllabus of the new online course.

2. LEARNING OUTCOMES: List the learning outcomes for this course.

3. DELIVERY: Describe the technologies, materials, and instructional approach that will be used to deliver the course.

4. DESIGN: Describe the types of learning experiences planned for this course and the opportunities for students to practice and apply knowledge.

5. INTERACTION: Describe the types of interaction planned for the course between student and faculty, student and student, and student and course content. Include how you plan to provide feedback to distant students.

6. ASSESSMENT: Provide a plan for evaluating students and for measuring student learning outcomes.

7. TIME LINE: Provide your work plan and timeline for development and completion.

Signature Page

Final payment is contingent upon completion of the course development within D2L and upon review and approval by the Center for Teaching Excellence.

_____ _____
Faculty Signature   Date

_____ _____
Chair/Director Signature   Date

_____ _____
Dean   Date

Mandara Savage
Executive Director, Extended Campus

Approved   Not Approved

Southern Illinois University
CARBONDALE

Online Course Development

Source:

extendedcampus.siu.edu/resources/faculty-support/2018-19-online-course-development-application.pdf

Downloaded: 7/19/2019

ONLINE COURSE DEVELOPMENT

REQUEST FOR PROPOSAL

SOUTHERN ILLINOIS UNIVERSITY
EXTENDED CAMPUS

SIU EXTENDED CAMPUS
ONLINE COURSE DEVELOPMENT GRANT APPLICATION
Funding Application Guidelines

Funding for Existing Individual and New Course Development

Introduction
Distance Education Online Course Development funding is provided by SIU Extended Campus for the development of graduate or undergraduate courses for the online learning environment.

Eligibility
All faculty members within SIU are eligible to apply. New and existing graduate or undergraduate courses will be considered. Interested faculty must attend a pre-proposal workshop offered by the Center for Teaching Excellence (CTE) and complete the SIU Online Development speed course prior to submitting the proposal. To register for a workshop go to: **https://tinyurl.com/yd278faa**

Note: You must use your SIU email address when completing the workshop registration form.

Faculty may self-enroll in the speed course. From your MyCourses (D2L Brightspace) homepage, click on the "**Help**" menu located in the navigation bar at the top of the screen. Select "**Special Activities** from the drop-down menu, then select "**Speed Course Spring 2019**" to join the course.

Questions about the workshop or speed course may be directed to CTE Director, Karla Berry, by email: k.berry@siu.edu.

Fundable Activities
This application is for existing individual and new courses.
This initiative is principally to provide development funding for transferring face-to-face courses to the online learning environment. However, new courses will be considered for funding. Funds requested may include $5000 for the faculty member developing the course and an additional $1000 for courses that need laboratory instruction.

The grant award will be divided into two payments. One half will be paid at the beginning of course development and the second will be paid when the course development is complete and reviewed/approved by CTE. Funds will be transferred to a local account within the faculty member's department. If the department elects to use the funds as Faculty salary (Extra Compensation or NOA), it is responsible for creating and executing the faculty contract. If the funding is not used as salary, it is expected that faculty directly involved in developing the course(s) receive a benefit. The faculty member may elect to have the grant disbursed in the form of OTS (e.g. travel, equipment, contractual services, etc.). If faculty is responsible for developing more than one course, first and second payments will correspond with the course development sequence, which should be included within the program development plan.

<u>Additional Remuneration for Developing Laboratory Intensive Online Courses</u>

It is recognized that lab-intensive online course development typically requires investment of time and effort beyond a lecture-only course. To incentivize faculty, additional funding may be available for courses that have substantive laboratory activities that include scientific or engineering test instruments and apparatus. These courses will normally fall in the Natural and Applied Sciences, Engineering, Engineering Technology, Agriculture, Information Systems, and Information Technology disciplines. The lab activities should satisfy two or more of the criteria below:

1. Require students to do experiments using portable kits or miniaturized test tools

2. Require substantial use of either physical components or virtual environments to conduct experiments

3. Require the course developer to do substantive pedagogical work beyond the normal requirements for lecture preparation because of lab or experiment components

4. Require students to do more than 20% of the course conducting experiments in a simulated or controlled computing or non-computing environment

Typically, these lab experiences will be a separate (stand-alone) courses that are tied to a lecture-based course such as 253A College Physics Laboratory or a course with extensive lab activities embedded within the course, such as EET 238 Digital Fundamentals, ISAT 224 Network Fundamentals.

Given the course requires and meets the two or more of the criteria mentioned above for developing the course, an additional remuneration of $1000 will be paid to the faculty.

INTELLECTUAL PROPERTY

Online programs developed with funds from SIU Extended Campus must be in compliance with University intellectual property policies and relevant copyright usage laws and standards. Intellectual property policies are available from the Office of Sponsored Projects and Administration.

DISABILITY ACCOMMODATIONS

It is the policy of Southern Illinois University to comply with the provisions of Americans with Disabilities Act, 42 U.S.C.A. Section 12101, et seq. ("ADA"). The ADA prohibits discrimination against qualified individuals with disabilities on the basis of their disability. The ADA provides, in part, that "no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs or activities of a public entity, or be subjected to discrimination by any such entity." All applications submitted must provide verification that the program's courses and educational materials developed will be compliant with the ADA requirements. Southern Illinois University Web Accessibility Guidelines can be found at: http://webservices.siuc.edu/accessibility/

SUBMISSION AND REVIEW SCHEDULE

Submit applications to:
SIU Extended Campus, Executive Director, 850 Lincoln Dr. NW Annex Room 135, MC 6513

Funding applications are due by October 1, 2018 (Fall submissions) and March 1, 2019 (Spring submissions). The Distance Education Council will review applications and applicants will be notified by October 30th or March 30th, respectively.

It is the faculty member's discretion when the course will be offered (Spring, Summer, Fall), which should be within one year of the initial approval.

SELECTION CRITERIA

Individual courses will be selected to receive funding based upon the following:

1. Thoroughness of the completed proposal.

2. Faculty has attended a CTE pre-proposal workshop and completed the Online Development Speed Course.

3. Course design incorporates quality online instructional approaches.

4. Course seeks innovative approaches to online learning.

5. Course plan demonstrates strong learning experiences, opportunities for students to practice and apply knowledge, and appropriate assessment methods to check learning and provide feedback to distant students.

6. Course demonstrates extensive interaction between student and faculty, student and student, and student and course content. These can include, but are not limited to; chats, discussions, Web conferencing, podcasting, content interaction, group projects, simulations, and blogging.

7. Proposal clearly describes design strategies and is realistic according to the proposed development timeline.

8. Proposal should speak to the need for providing this material in an online format, which should also incorporate enrollment goals.

ONLINE COURSE DEVELOPMENT
Funding Application

COURSE: Subject Area Code:_____   Number:_____

Full Title:_____

HOURS: _____

COURSE DESCRIPTION:

_____

Name of Applicant:_____   NTT_____   T/TT _____

College: _____

Contact Information: _____

_____

CENTER FOR TEACHING EXCELLENCE

Person you met with in CTE: _____

Date of meeting with CTE: _____Date Online Development Speed Course completed:_____
_____

PLEASE PROVIDE THE FOLLOWING IN THE PROPOSAL DOCUMENT

1. CONTENT: Provide an overview of the course content including a syllabus from the current face-to-face course, or a draft syllabus of the new online course.

2. LEARNING OUTCOMES: List the learning outcomes for this course.

3. DELIVERY: Describe the technologies, materials, and instructional approach that will be used to deliver the course.

4. DESIGN: Describe the types of learning experiences planned for this course and the opportunities for students to practice and apply knowledge.

5. INTERACTION: Describe the types of interaction planned for the course between student and faculty, student and student, and student and course content. Include how you plan to provide feedback to distant students.

6. ASSESSMENT: Provide a plan for evaluating students and for measuring course-learning outcomes.

7. TIMELINE: Provide your work plan and timeline for development and completion.

Signature Page

Final payment is contingent upon completion of the course development within D2L and upon review and approval by the Center for Teaching Excellence.

_____ _____
Faculty Signature   Date

_____ _____
Chair/Director Signature   Date

_____ _____
Dean   Date

Mandara Savage
Executive Director, Extended Campus

Approved   Not Approved

New Online Program Development

Source:

extendedcampus.siu.edu/resources/faculty-support/2018-19-new-online-program-development-application.pdf

NEW ONLINE PROGRAM DEVELOPMENT

REQUEST FOR PROPOSAL

SOUTHERN ILLINOIS UNIVERSITY
EXTENDED CAMPUS

SIU EXTENDED CAMPUS
NEW ONLINE PROGRAM DEVELOPMENT GRANT APPLICATION
Funding Application Guidelines

Guidelines for Distance Education New Online Program Development

Introduction

Funding for Distance Education New Online Program Development will be provided by SIU Extended Campus for the development of new online programs.

The focus will be on the creation of certificates and undergraduate/graduate degree programs. Funds requested will include a remuneration of $5000.00 for each course and additional funds for laboratory intensive courses and related OTS.

Faculty are responsible for submitting necessary forms for new programs and program changes to the Office of the Associate Provost for Academic Programs. Ideally, these forms should be submitted at the same time as this proposal. All university approvals must be obtained prior to the final funding approval.

Eligibility

All faculty members within SIU are eligible to apply.

Interested faculty must attend a pre-proposal workshop offered by the Center for Teaching Excellence (CTE) and complete the SIU Online Development speed course prior to submitting the proposal. To register for a workshop go to: **https://tinyurl.com/yd278faa**

Note: You must use your SIU email address when completing the workshop registration form.

Faculty may self-enroll in the speed course. From your MyCourses (D2L Brightspace) homepage, click on the "**Help**" menu located in the navigation bar at the top of the screen. Select "**Special Activities** from the drop-down menu, then select "**Speed Course Spring 2019**" to join the course.

Questions about the workshop or speed course may be directed to CTE Director, Karla Berry, by email: k.berry@siu.edu.

Fundable Activities

This application is for full programs only with a focus on professional development sequences, certificates, and full degree programs. For individual course development requests, please use the Online Course Development application located at http://extendedcampus.siu.edu/resources/faculty-support/ Funds requested can be used as compensation and related OTS. An amount of $5000 will be provided for each developed course. All expenses must be justified in the budget narrative.

The distribution of funding incorporates a phased approach. Depending upon the amount requested and number of courses under development, it is possible for funding to spread across multiple fiscal years. This is helpful for program development planning and provides a longer window for progress to be monitored with adequate attention given to developing quality courses. In all cases, grant awards

will be divided into two payments. One-half of the funding will be paid at the beginning of course development and the second will be paid when the course is complete, reviewed, and approved by CTE. If faculty is responsible for developing more than one course, first and second payments will correspond with the course development sequence, which should be included within the program development plan.

Expenses the award will cover

• Faculty/Instructor compensation for online course development. The compensation/remuneration will be an amount of $5000.00 for the faculty member of each course developed.

• Funds will be transferred to a local account within the faculty member's department. If the department elects to use the funds as Faculty salary (Extra Compensation or NOA), it is responsible for creating and executing the faculty contract. If the funding is not used as salary, it is expected that faculty directly involved in developing the course(s) receive a benefit. The faculty member may elect to have the grant disbursed in the form of OTS (e.g. travel, equipment, contractual services, etc.).

Expenses the award will not cover
• Development of courses that are NOT part of a PDS, certificate or degree program to be offered to distance students.
• Development of online courses that expand an existing distance program without providing a new program option.
• Services or software readily available on campus.

INTELLECTUAL PROPERTY

Online programs developed with funds from SIU Extended Campus must be in compliance with University intellectual property policies and relevant copyright usage laws and standards. Intellectual property policies are available from the Office of Sponsored Projects and Administration.

DISABILITY ACCOMMODATIONS

It is the policy of Southern Illinois University to comply with the provisions of Americans with Disabilities Act, 42 U.S.C.A. Section 12101, et seq. ("ADA"). The ADA prohibits discrimination against qualified individuals with disabilities on the basis of their disability. The ADA provides, in part, that "no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs or activities of a public entity, or be subjected to discrimination by any such entity." All applications submitted must provide verification that the program's courses and educational materials developed will be compliant with the ADA requirements. Southern Illinois University Web Accessibility Guidelines can be found at: http://webservices.siuc.edu/accessibility/

APPLICATION REQUIREMENTS

All applicants are required to submit a narrative (complete description of the program and courses) following the guidelines listed below to:

SIU Extended Campus, Executive Director, 850 Lincoln Dr., NW Annex Room 135, MC 6513.

Narratives should be no more than five pages. Applications will be reviewed by the Distance Education Council.

Include the following elements in your proposal:

I.   Statement of Commitment - Statement signed by the department chair and the dean acknowledging their commitment to offer the proposed program.

II.   Project Overview, Budget Justification - Submit a description of the program that includes:

   a. Description – Describe the program and courses included. Include rationale describing educational benefits, and anticipated new enrollment. Include a draft syllabus for each of the courses in the program.
   b. Target Audience - Indicate the intended known audience and market for the program.
   c. Project Team - Identify faculty who will develop the program for students at a distance. Indicate whether additional support staff, including graduate assistants and student workers, will be required for development.
   d. Consultation with Center for Teaching Excellence (CTE) - Provide verification that the project team/faculty member has attended a CTE pre-proposal workshop. Verification of completion of the Online Development Speed Course of each faculty member must be included. Continued consultation with CTE must be apparent in the planning stages and project timeline.
   e. Planning Stages and Timeline- Include a work plan and timeline for development and completion date of the proposed activities and related tasks. Timeline should include the first semester the proposed program will be offered. Continued consultation with CTE must be apparent.
   f. Budget Plan - List a general breakdown of funds required to develop the program.
   g. Delivery - Describe the technologies, materials, and instructional approach that will be used to deliver the courses. The description may include use of asynchronous or synchronous delivery, and specific educational technology tools that will be used.
   h. Faculty and Student Support - Describe in detail the support for the faculty and students necessary to make program delivery successful.
   i. Assessment - Provide a plan for formative and/or summative assessment, particularly in regard to measuring student-learning outcomes at a distance. Include any plans for the use of technology to grade student work. D2L also has the grade book and assessment criteria that can be referred to and used. Also, provide any plans to measure competencies across the courses in the program.

III. Reporting Requirements – An interim report outlining the process of program development is due by each semester's end (i.e. Fall and Spring only). The report should include:
   a) Status of each course's development within the online program as per time line stated in the application (state whether the courses and program development is on schedule or not.)
   b) Justification/explanation if there is a delay in completing the development of the courses.
   c) Any other issues relating to delay in the progress of program development.

Additional Remuneration for Developing Laboratory Intensive Online Courses

It is recognized that lab-intensive online course development typically requires investment of time and effort beyond a lecture-only course. To incentivize faculty, additional funding may be available for courses that have substantive laboratory activities that include scientific or engineering test instruments and apparatus. These courses will normally fall in the Natural and Applied Sciences, Engineering, Engineering Technology, Agriculture, Information Systems, and Information Technology disciplines. The lab activities should satisfy two or more of the criteria below:

1. Require students to do experiments using portable kits or miniaturized test tools.
2. Require substantial use of either physical components or virtual environments to conduct experiments.
3. Require the course developer to do substantive pedagogical work beyond the normal requirements for lecture preparation because of lab or experiment components.
4. Require students to do more than 20% of the course conducting experiments in a simulated or controlled computing or non-computing environment.

Typically, these lab experiences will be a separate (stand-alone) courses that are tied to a lecture-based course such as 253A College Physics Laboratory or a course with extensive lab activities embedded within the course, such as EET 238 Digital Fundamentals, ISAT 224 Network Fundamentals.

Given the course requires and meets the two or more of the criteria mentioned above for developing the course, an additional remuneration of $1000 will be paid to the faculty.

REVIEW SCHEDULE

Submit applications to:

SIU Extended Campus, Executive Director, 850 Lincoln Dr., NW Annex Room 135, MC 6513

Funding applications are due by October 1, 2018 (Fall submissions) and March 1, 2019 (Spring submissions). The Distance Education Council will review applications and applicants will be notified by October 30th or March 30th, respectively.

SELECTION CRITERIA

Online programs will be selected to receive funding based upon the following:

1. Thoroughness of the completed proposal.

2. Faculty has attended a CTE pre-proposal workshop and completed the Online Development Speed Course. Continued consultation with CTE is built into the program development timeline.

3. Program courses incorporate quality online instructional approaches.

4. Program seeks innovative and interactive approaches to online learning and targets a sizeable number of students.

5. Program demonstrates engaging learning experiences, opportunities for students to practice and apply knowledge, and methods to check learning and provide feedback to distant students.

6. Program demonstrates extensive interaction between student and faculty, student and student, and student and course content. These can include, but are not limited to; chats, discussion, Web conferencing, podcasting, content interaction, group projects, simulations, and blogging.

7. Proposal clearly describes the design strategies and is realistic according to the proposed development timeline.

8. Proposal should speak to the need for providing this material in an online format, which should also incorporate enrollment goals.

ONLINE PROGRAM DEVELOPMENT (Each Course)
Funding Application

COURSE: Subject Area Code: _____   Number: _____

Full Title: _____

HOURS: _____

COURSE DESCRIPTION:

_____

Name of Applicant: _____   NTT_____   T/TT _____

College: _____

Contact Information: _____

CENTER FOR TEACHING EXCELLENCE

Person you met with in CTE: _____

Date of meeting with CTE: Date Online Development Speed Course completed: _____

PLEASE PROVIDE THE FOLLOWING IN A SEPARATE DOCUMENT **FOR EACH COURSE**

1. CONTENT: Provide an overview of the program and the course content for each of the courses in the program.

2. LEARNING OUTCOMES: List the objectives and the corresponding learning outcomes for each course.

3. DELIVERY: Describe the technologies, materials, and instructional approach that will be used to deliver the courses.

4. DESIGN: Describe the types of learning experiences planned for each course and the opportunities for students to practice and apply knowledge.

5. INTERACTION: Describe the types of interaction planned for each course between student and faculty, student and student, and student and course content. Include how you plan to provide feedback to distant students.

6. ASSESSMENT: Provide a plan for evaluating students and for measuring course-learning outcomes.

7. TIME LINE: Provide your work plan and timeline for development and completion.

Signature Page

Final payment is contingent upon completion of the course development within D2L and upon review and approval by the Center for Teaching Excellence.

_____ _____

Faculty Signature   Date

_____ _____

Chair/Director Signature   Date

_____ _____

Dean   Date

Mandara Savage
Executive Director, Extended Campus

Approved   Not Approved