

EASTERN CONNECTICUT STATE UNIVERSITY  
CURRICULUM COMMITTEE FORM  
**ONLINE COURSE APPROVAL FORM**

***Instructions:***

1. Any course offered as an online course must be approved by the Curriculum Committee and by the University Senate.
2. Online and hybrid courses are permitted in T2NS and T2CP categories of the Liberal Arts Core (LAC) during all instructional sessions. Online and hybrid courses in all other categories of the LAC will be permitted during summer and winter intersessions only.
3. All currently existing courses proposed for online or hybrid instruction must meet the guidelines for Online Course Approval and must be submitted for review with the appropriate forms and a syllabus. These forms include the Online Course Approval Form and the Modification of an Existing Course form.
4. All new courses proposed for online or hybrid instruction must be submitted with the Online Course Approval form, New Course Proposal form, and a course syllabus. A program modification form must be submitted if the new course is part of any Major or Minor requirement.
5. No temporary or pilot online or hybrid courses may be taught. All courses must go through the complete approval process as set forth in Senate Bill 17/18-5, Policy on Online Courses, before being taught in online or hybrid format.
6. For the submission/approval process and instructions, see the New Course Proposal or Modification of an Existing Course form.
7. Faculty teaching online or hybrid courses for the first time at Eastern must complete the **Online Teaching Self-Designation Form**.

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Course Prefix / Number: _____	Course Name: _____	Proposing Department: _____
Chair or Director Name: _____	Chair or Director email: _____@easternct.edu	
<b>Proposed Effective Semester:</b>		
<i>Must be approved at least 1 semester prior to effective date</i> SEMESTER: _____ YEAR: _____		

LAC Category:	<input type="checkbox"/> YES <input type="checkbox"/> NO	If YES, please check:	<input type="checkbox"/> Tier II NS	<input type="checkbox"/> Tier II CP
Course Type:	<input type="checkbox"/> HYBRID (Combination of on-ground and online) <input type="checkbox"/> ONLINE (100% online)			

<b>PLEASE ANSWER THE FOLLOWING:</b>	
<b>1. Describe how students will actively engage with:</b>	
<b>Course content:</b>	
<b>Other students:</b>	
<b>The instructor:</b>	
<b>2. Describe how course design:</b>	
<b><i>Incorporates multiple instructional approaches</i></b> --Multiple instructional approaches include use of streaming video, virtual labs, virtual field-trips, apps, discussions, journals, blogs, wikis & portfolios, among others.	
<b><i>Meets copyright and fair-use guidelines</i></b>	

<b>3. For assessments of student work, describe how you address the following elements:</b>	
<i>Frequency of assessments to gauge students' progress</i>	
<i>Multiple assessment modalities</i>	
<i>Alignment with learning objectives</i>	
<i>Grading criteria/methodologies</i>	
<i>Course evaluation tool/s</i>	
<b>4. Describe technology requirements:</b>	
<i>Course navigation/design</i>	
<i>Methods of ensuring accessibility for all students (see "Statement on Accessibility in Online Instruction," available in the Curr. Committee's forms folder on Sharepoint)</i>	
<b>5. Describe procedures for ensuring online integrity and authentication:</b>	
<i>Additional measures used by instructor beyond the standard University security measures, if any</i>	
<b>6. Describe methods to be used to maintain academic integrity:</b>	
<i>Such methods may include: a syllabus statement outlining the academic misconduct policy; description of monitoring technologies embedded in systems used (e.g., Blackboard); links to ECSU plagiarism and citation information pages; use of multiple drafts of written assignments, time limits for tests, varied assessment tools and extensive test-question banks.</i>	

**7. Faculty qualifications**

*Determined by department Chair; list specific qualifications needed for teaching this course online:*

**8. Class size**

*For courses already approved as on-ground, please list current course cap. If proposing a change in the course cap, provide justification and indicate change in cap on the accompanying Modification of an Existing Course form.*

Course Prefix / Number: \_\_\_\_\_ Course Name: \_\_\_\_\_ Proposing Department: \_\_\_\_\_

***SIGNATURES:***

**Department Chair:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Academic Dean:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Curriculum Committee Chair:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Senate President:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_