|  |
| --- |
| **State Use Only** |
| Ck #: | \_\_\_\_\_\_\_\_\_\_ | Date Rec’d: | \_\_\_\_\_\_\_\_ |
| Amt: | $ \_\_\_\_\_\_\_\_ | PS: | \_\_\_\_\_\_\_\_ |
| Appl: | $ \_\_\_\_\_\_\_\_ | Final: | \_\_\_\_\_\_\_\_ |



## PROGRAM/STAND-ALONE COURSE APPROVAL FORM

**(Must be typed)** Refer to [fee schedule](https://highered.colorado.gov/fee-schedule) for fees

|  |
| --- |
| **School Information** |
| **School Name:**       | **Date:** MM/DD/YYYY |
| **Full School Address:** Street, City, State, Zip | **Phone:**       |
| **Person Submitting Application:**       | **Email:**        |
| **Program/Stand-Alone Course Information** |
| **Program/Course Title:**         |
| **Program** [ ]  | **Stand-Alone Course** [ ]  | **Type of Submission** (select one): | New [ ]  | Major Revision\* [ ]  | Minor Revision\* [ ]  |
| **If revision, previous name of program/course** (*if name did not change, indicate “****N/A****”*)       |
|  |
| **Total Program/Course Cost $**       | \*Please see Rule for definition of major revision and minor revision. |
| Reminder: If enrollment will increase due to this new/revised program/course, you may need to increase your surety coverage. |
|  |
| **Method of Delivery:** | Classroom Only: [ ]  | Online Only: [ ]   | Other: [ ]  (attach explanation of method of delivery) |
| **Maximum Student/Teacher ratio per Class:** | Theory:       | Lab:       |
| **Degree** [ ]  | **Certificate** [ ]  | **Diploma** [ ]  | **Advanced Training** [ ]  | **Continuing Education** [ ]  |
|  |
| **Expected Time Frame for Completion** (maximum time allowed for online education if applicable). Select all that apply: |
| [ ]  **Full Time**: (days/weeks/months or years - NOT HOURS):       |
| [ ]  **Part Time**: (days/weeks/months or years - NOT HOURS):       |
| **Program/Course Prerequisite(s)** |
| List the minimum requirement(s) to enroll in the **program/course** (i.e., educational credentials, license, course work,specialized training or expertise that is ***not*** an admission requirement for acceptance into the school). *If no prerequisite is required, please indicate* *“None”*:       |
| **Occupational Objective** |
| The objective of the program/course is to provide the occupational education, training and skills for:*name of occupation(s)*  |
|  |
| **The objective is** (select all that apply):[ ]  an entry-level employment opportunity[ ]  advanced-level employment opportunity[ ]  continuing education to enhance education of occupational areas as stated aboveCheck, *if applicable*:[ ]  Upon successful completion the graduate will be eligible to sit for the *name of licensure/certification exam* |
| **Attachments** |
| **The following items properly labeled and identified MUST be attached and become a part of the approval application:** |
| [ ]  Program/Course fee (see current [Fee Schedule](https://highered.colorado.gov/fee-schedule)).[ ]  A Course Syllabus **as instructed in Column A below**. (See Course Syllabus Sample for required components).[ ]  A Catalog or Catalog addendum reflecting curriculum change(s).[ ]  An Enrollment Agreement[ ]  Evaluator Reports\*\*[ ]  If major or minor revision, attach a Summary of the change(s). | [ ]  Externship agreement in compliance with Rule III.B.6, if applicable.**If not contained within the Course Syllabus:**[ ]  A complete physical inventory of equipment to be used for the course.[ ]  A list of textbooks used including titles, publishers, and copyright dates.[ ]  A list of reference materials used.[ ]  A list of teaching aids, materials and supplies used. |
|  |
| \*\*Evaluator Reports are NOT generally required for minor revisions. The Director reserves the right to submit minor revisions to the Board in which case evaluator reports may be requested. |
| **Program/Course Outline** |
| **A** |  **B** |  **C** |  **D** |  **E** |  **F** |
| **Program:*** List all courses in the Program.
* Attach a *Course Syllabus* for EACH course listed.

**Stand-Alone Course**:* List the subjects or topics in the course.
* Attach a *Course Syllabus* for the course.

 **(Press “Enter” in each column below for more rows)** | TheoryHours | LabHours | (*If applicable*)Internship/ExternshipHours | TotalContactHrs. **(B+C+D=E)** | (*If applicable*)Credit Hours:[ ] Semester *or*[ ] Quarter*or* Online Only:[ ] No. of Lessons |
|  |  |  |  |  |  |
|  **Subtotal** |  |  |  |  |  |
|  **Total** |  |  |  |  |  |

**(Approval Form Continued on Next Page)**

#

# Distance Education Questionnaire & Attestation

*Complete this form only if the Method of Delivery selected on Page 1 is “Online Only” or “Other”.*

*Please type/complete electronically and submit with the Program/Stand-Alone Course Approval Form.*

*S*chool Name: Click or tap here to enter text.

Address: Click or tap here to enter text.

Program/Stand-Alone Course Name: Click or tap here to enter text.

1. Why is the program/stand-alone course deemed appropriate for distance education?

 Click or tap here to enter text.

1. If the program/course will contain both on-site residential courses and distance education courses, please identify the specific courses/topics that are going to be offered via distance education. Please also identify courses where the student may elect either distance education or onsite training. If the entire program is offered via distance education, please designate "all courses" as distance education. Click or tap here to enter text.
2. For courses that will be delivered via distance education, will they be delivered synchronous, asynchronous or both? Please explain.

(Synchronous learning is online or distance education that happens in real time, whereas asynchronous learning occurs through online channels without real-time interaction. Many hybrid learning models will include a blend of both asynchronous and synchronous online learning.)

Click or tap here to enter text.

1. Prior to enrollment, the school must determine a potential student’s opportunity to succeed in a distance education environment.
	1. How will the school assess a student’s computer literacy to sufficiently understand the instruction? Click or tap here to enter text.
	2. How will the school confirm a student has consistent access to necessary technological resources (internet and computer access)? Click or tap here to enter text.
2. What Learning Management System (LMS) will the school use to deliver instruction? If an LMS will not be used, please explain how the online education will be delivered. Click or tap here to enter text.
3. Does the coursework require specific computer hardware and/or software?

 

If yes:

* who will supply the computer hardware/software? Click or tap here to enter text.
* what is the extent of faculty training needed with the software to become proficient?

Click or tap here to enter text.

1. What type of technical support will be available to students for the online portion of the course/program? Click or tap here to enter text.
2. In case of programs/courses that require lab/hands-on in addition to theory, explain how the lab/hands-on portion of the program/course will be delivered and how student learning will be evaluated. Click or tap here to enter text.
3. Explain procedures that have been established in the school to insure timely response between faculty and students. Click or tap here to enter text.
4. How will a student’s attendance and progress be monitored/tracked? Click or tap here to enter text.
5. What will the maximum allowable time limit be for the average diligent student to complete the course/program (weeks or months). Click or tap here to enter text.
6. How will you evaluate and determine Satisfactory Academic Progress (SAP) for distance education? What action is taken if a student does not meet SAP? Click or tap here to enter text.

**Attestation:**

By submitting this application, I attest the school:

* Instructs only in subject matter appropriate for delivery through distance education methods.
* Employs online instruction faculty qualified to teach using distance education methods, effectively supported, and competent in the use of necessary software and instructional design tools (in addition to their meeting the education and experience requirements established).
* Establishes faculty achievement of proficiency in the particular online platform(s) being utilized through comprehensive and documentable training in the delivery of online instruction.
* Regularly assesses faculty’s abilities regarding student success, student satisfaction, and retention.
* Ensures faculty are appropriate and sufficient in number to achieve stated outcomes.
* Ensures faculty provide regular feedback and assistance to students in support of the achievement of learning outcomes.
* Uses assessments appropriate for a distance education environment, which accurately assess the achievement of learning outcomes.

**Submitted and Attested By:**

Printed Name: Click or tap here to enter text.

Date: Click or tap here to enter text.

Title:Click or tap here to enter text.