Distance Learning Form

This form must accompany <u>every</u> submission of a new/change course form that requests ~~a change in delivery mode~~distance learning delivery. This form may be required when changing a course already approved for DL delivery.
All fields are required!

<u>Introduction/Definition</u>: For the purposes of the Commission on Colleges Southern Association of Colleges and Schools accreditation review, *distance learning* is defined as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place. Instruction may be synchronous or asynchronous. A distance learning (DL) course may employ correspondence study, or audio, video, or computer technologies.

A number of specific requirements are listed for DL courses**. The *department* proposing the change in delivery method is responsible for ensuring that the requirements below are satisfied at the individual course level.** It is the responsibility of the instructor to have read and understood the university-level assurances regarding an equivalent experience for students utilizing DL (available at http://www.uky.edu/USC/New/forms.htm).

Course Number and Prefix:	Date:
Instructor Name:	Instructor Email:

Curriculum and Instruction	
1.	How does this course provide for timely and appropriate interaction between students and faculty and among students? Does the course syllabus conform to University Senate Syllabus Guidelines, specifically the Distance Learning Considerations?
2.	How do you ensure that the experience for a DL student is comparable to that of a classroom-based student's experience? Aspects to explore: textbooks, course goals, assessment of student learning outcomes, etc.
3.	How is the integrity of student work ensured? Please speak to aspects such as password-protected course portals, proctors for exams at interactive video sites; academic offense policy; etc.
4.	Will offering this course via DL result in <u>at least </u>25% or <u>at least </u>50%<u>*</u> (based on total credit hours required for completion) of a degree program being offered via any form of DL, as defined above? If yes, which <u>percentage, and which </u>program(s)? <u>*As a general rule, if approval of a course for DL delivery results in 50% or more of a program being delivered through DL, the effective date of the course's DL delivery will be six months from the date of approval.</u>
5.	How are students taking the course via DL assured of equivalent access to student services, similar to that of a student taking the class in a traditional classroom setting?

Abbreviations: TASC = Teaching and Academic Support Center   DL = distance learning   DLP = Distance Learning Programs

***Library and Learning Resources***
6.	How do course requirements ensure that students make appropriate use of learning resources?
7.	Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program.
***Student Services***
8.	How are students informed of procedures for resolving technical complaints? Does the syllabus list the entities available to offer technical help with the delivery and/or receipt of the course, such as the Teaching and Academic Support Center (http://www.uky.edu/TASC/index.php) and the Information Technology Customer Service Center (http://www.uky.edu/UKIT/)?
9.	Will the course be delivered via services available through the Teaching and Academic Support Center? Yes ☐ No ☐ If no, explain how students enrolled in DL courses are able to use the technology employed, as well as how students will be provided with assistance in using said technology.

	Does the syllabus contain all the required components, below?
	
	 ☐ Instructor's *virtual* office hours, if any.
	 ☐ The technological requirements for the course.
	 ☐ Contact information for TASC (http://www.uky.edu/TASC/; 859-257-8272) and Information Technology Customer Service Center (http://www.uky.edu/UKIT/; 859-257-1300).
	 ☐ Procedure for resolving technical complaints.
	 ☐ Preferred method for reaching instructor, e.g. email, phone, text message.
	 ☐ Maximum timeframe for responding to student communications.
	 ☐ Information on Distance Learning Library Services (http://www.uky.edu/Libraries/DLLS)
	     o Carla Cantagallo, DL Librarian
	     o Local phone number: 859 257-0500, ext. 2171; long-distance phone number: (800) 828-0439 (option #6)
	     o Email: dllservice@email.uky.edu
	     o DL Interlibrary Loan Service: http://www.uky.edu/Libraries/libpage.php?lweb_id=253&llib_id=16

10.	I, the instructor of record, have read and understood all of the university-level statements regarding DL. Instructor Name: Instructor Signature: