**DISTANCE EDUCATION COURSE APPROVAL PROCESS AND TIMELINE**

1. Faculty develop syllabus and other relevant documents
2. Faculty obtain departmental approval
3. Faculty complete and submit UCC course proposal form & receive UCC Control #

**EXISTING COURSE REQUESTING DISTANCE EDUCATION APPROVAL**
Above must be completed by:
- October for Winter term
- December for Summer term and next academic year

Councils (College, Teacher Ed, General Ed, Academic Programs & Serv., Grad) and Academic Outreach Subcommittee monitor UCC proposals and provide input and/or recommendations as they see fit. Review by these groups is **NOT REQUIRED** prior to UCC.

**NEW COURSE REQUESTING DISTANCE EDUCATION APPROVAL**
Above must be completed by:
- October for next academic year
- January for Winter and Summer terms of next academic year

Councils (College, Teacher Ed, General Ed, Academic Programs & Serv., Grad) review and approve proposals. Review by these groups is **REQUIRED** prior to UCC.

**UCC’s Academic Policy & Standards & Academic Outreach Subcommittees Reviews**

**UCC Review and Approval**

**Forum Review and Approval**

**President’s Review and Approval**

**Banner Coding by Registrar’s Office**