

The Distance Education Policy for the Department of Chemistry and Physics

1. The Department of Chemistry and Physics considers Distance Education courses to be any course that is completely online (internet courses), Television link-up, or interactive TV workshop between a location on campus and remote sites off-campus. Such courses may be offered for credit or credit.
2. Distance education for Credit courses: These courses are those whose course descriptions (CSU Catalogue) do not include a laboratory component and may include lecture courses that are currently used to meet:
 - a. General Education requirements (100 level)
 - b. Undergraduate courses (100 level) those who wish to offer courses within the Distance Education program.
 - b. The Faculty member will present to the faculty his proposal for a Distance Education course. He must demonstrate that he has the technical ability to provide such course by providing evidence for the use of technology in a traditional course offering. If an internet course is proposed, evidence of web-enhance teaching would be appropriate. To offer a Distance Education Course, departmental approval, Administration approval (Chair, Dean, Provost), and Distance Learning approval are required.
 - c. If the course is being developed only for Distance Education, a full course proposal is necessary. Departmental approval, followed by University Curriculum Committee, administrative approval and Department of Distance Learning approval are required.
 - d. The department may offer as many Distance Education courses per semester as is appropriate to satisfy program needs of the department and the university.
 - e. The faculty member should notify the Department of Distance Learning of any special technical needs of the course offering in obtaining Distance Learning approval.

f. The chair and the instructor will set an enrollment maximum to insure that