

## Athens Campus Quarterly Online Course Scheduling Approval Form

Instructor's Name

Instructor's Email Address

Quarter & Year Offered

Course

Campus

Course Site Address

Instructor's PID Number

Instructor's Signature & Date

Department Chair Approval & Date\*

\*Associate Dean's signature no longer required for online classes that have already been offered

Funding Options (Check one)

- 1. The course will be taught as part of the faculty member's regular quarterly academic load in the department. Departmental call numbers will be assigned. Departments receive the FTE generated for fall, winter, spring, and summer.
- 2. The course will be taught as an overload for the faculty member and departmental call numbers can be assigned. The department would pay the overload contract. Departments receive the FTE generated for fall, winter, spring, and summer.
- 3. The course will be taught as an overload for the faculty member and Lifelong Learning call numbers will be assigned. Lifelong Learning will pay the faculty contract and receive the FTE for fall, winter, and spring quarter. Departments and Lifelong Learning both receive the FTE generated during summer quarter.
- 4. The course will be taught during Summer Sessions as part of the departmental summer scheduling and budgeting process. The department will process the instructor's salary and receive the FTE for the course.

When completed and signatures are secured, send to: Pam Brown, OU Online, 205 Haning Hall.

Received by OU Online

8/9/2006