

## Request for Distance Learning Designation

### University of Washington Tacoma (replaces UW course change/DL supplement form)

The University of Washington Tacoma wishes to request Distance Learning (DL) designation to be made available for sections of the following course to be taught fully online or hybrid. Online sections will have the same learning outcomes as the on-ground course on record, and the master course experience for online sections has been designed to match all requirements and goals of the official course syllabus and course catalog description on record.

Prior to course delivery, to ensure course readiness and quality of the online experience, the online master course will be peer-reviewed using the national Quality Matters rubric (<http://www.qmprogram.org/>) and passing all required components of the quality course review.

Will this course be offered on the quarter calendar? Yes: \_\_\_ No: \_\_\_\_\_

*DL courses not offered on the quarter calendar must specify a maximum term (not to exceed six months) for the student to complete the coursework.*

The UW Tacoma faculty approved Distance Learning Policy requires that all fully online or hybrid (40-99%) courses obtain Distance Learning Designation.

**Course:** \_\_\_\_\_

**Instructor:** \_\_\_\_\_

**Anticipated delivery date for first online section:** \_\_\_\_\_

**Program/School:** \_\_\_\_\_

Signature: \_\_\_\_\_

Director/Dean/Administrator

\_\_\_\_\_ Date

Signature: \_\_\_\_\_

UWT e-Learning Administrator

\_\_\_\_\_ Date

Please contact the program administrator designated below if you have any questions.

Program administrator: \_\_\_\_\_

Phone: \_\_\_\_\_

UW Email: \_\_\_\_\_