DL Course Approval Process:

1. **Submit** Intent Packet...
   - Complete and submit the Intent packet (Intent to Develop & Deliver form, course outline, and associated materials) to DLProposal@potsdam.edu
   - Credentialed DL faculty: On or before the 2nd Iteration of the Master Schedule
   - Non-credentialed DL faculty: At least 30 weeks before target date of delivery

2. **Develop**... your DL course collaboratively with an assigned Instructional Designer (ID)
   - Establish development plan and timeline with ID
   - Work collaboratively with an ID, aligning development with the Open SUNY Course Quality Review (OSCQR) Rubric
   - You're encouraged to participate in the faculty development seminar Pedagogy & Technology of Online Learning offered each semester and over the summer (required for non-credentialed faculty)

3. **Complete** OSCQR process...
   - Deadlines for completing the OSCQR process are:
     - Credentialed DL Faculty - 4 weeks prior to delivery
     - Non-credentialed DL Faculty - 8 weeks prior to delivery
   - OSCQR process includes faculty developer, assigned ID, and approved third party reviewer
   - OSCQR process produces an action plan for addressing any quality and compliance issues

4. **Deliver**... your Distance Learning course
   - It is recommended that you conduct a formative evaluation before midterm, and a summative evaluation following each delivery of your DL course.

5. **Refresh**... your DL course with OSCQR
   - All DL courses are required to be “refreshed” against the OSCQR rubric every three years. Staying up-to-date with current policy requirements, technologies, and the latest best-practices will make refresh a breeze!