

Distance Education Addendum

Procedure to add a new DEA

New DEA

- ✓ Meet with Department and the Department Chair
 - Do changes need to be made to the course content to allow for 100% online?
➔ **MUST SUBMIT A COURSE REVISION**
- ✓ Create an umbrella Distance Education Addendum Template
 - Download template - [DEA template](#)
- ✓ Make a list of courses that need a new DEA
 - Obtain department and department chair approval
- ✓ Submit DEA template and list of courses (**include course title**) to the Curriculum Office
 - curriculum@sccollege.edu
 - Copy department chair which reflects the department's approval
- ✓ Curriculum will forward DEA template to Scott James for review and approval
- ✓ Courses with new DEAs will be listed on the CIC agenda
- ✓ Curriculum will add new DEAs to courses

Distance Education Addendum

Procedure to revise a hybrid DEA to 100% online DEA

Hybrid to 100% online

- ✓ Meet with Department and the Department Chair
 - Do changes need to be made to the course content to allow for 100% online?
➔ **MUST SUBMIT A COURSE REVISION**
 - If the current hybrid DEA already includes language to allow for 100% online instruction then just make a list of courses that need to be changed to 100% online.
 - If the hybrid addendum is not comprehensive enough to cover 100% online instruction then you need to add a new DEA.
 - Create an umbrella Distance Education Addendum Template
 - Download template - [DEA template](#)
 - Make a list of courses that need a new DEA
- ✓ Obtain department and department chair approval
- ✓ Submit list of courses (**include course title**) and DEA template to the Curriculum Office
 - curriculum@sccollege.edu
 - Copy department chair which reflects the department's approval
- ✓ Curriculum will forward DEA template to Scott James for review and approval
- ✓ Courses with revised DEAs will be listed on the CIC agenda
- ✓ Curriculum will change language from hybrid to 100% online or add revised DEAs to courses.