

**Los Angeles Mission College
DISTANCE LEARNING APPROVAL PROCESS**

Step 1: Complete New Online Course Notification

- Form is available at Curriculum and DL websites.
- Email completed form to Curriculum Chair (Said Pazirandeh).
- Curriculum Chair will distribute form to appropriate campus constituency for review and comments. Comments are accepted within 10 business days.

Step 2: – Complete CMS Certification (Moodle or ECollege/mylabsplus) and Online Pedagogy Certificate (from @One – <http://onefortraining.org>) and provide certification to Department Chair

Step 3: Complete DL Addendum Form

- Form is available at Curriculum and DL websites.
- Faculty may consult with members of DL Committee for assistance

Step 4: Obtain Department Chair approval

- Department Chair verifies that online course is “ready” to publish and “go live”

Step 5: Obtain Dean Approval

Step 6: Send completed DL Addendum form to Curriculum for approval

Step 7: Academic Affairs is notified