Virginia Western Community College
Shared Services Distance Learning (SSDL) Program
Course Delivery Proposal Form

The information on this form will be provided to Northern Virginia Community College and others VCCS colleges considering receiving your course.

PARTICIPATION REQUIREMENTS:
Please check off each item, verifying that the requirement is met for this course.

☐ The course must have been delivered online at VWCC for at least one semester before being eligible for delivery through SSDL.
☐ The course must include at least 2 proctored assessments to validate course integrity. Proctored assessments must be weighted heavily enough that students must pass them to pass the course, or if not weighted that heavily, the course should include a grading policy requiring passing the proctored assessments.
☐ The course uses Canvas as its primary course delivery system.
☐ The entire course and exams must be complete by the first day of the class.
☐ The course meets VCCS and SACS requirements.
☐ VWCC gives a reasonable guarantee the course will run (not to be cancelled for low enrollment) and will be able to grow to accommodate a potentially significant number of SSDL students.

COURSE AVAILABLE FOR DELIVERY THROUGH THE SSDL PROGRAM

TERM:
Complete separate proposal form for each course.

<table>
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<tr>
<th>Course Prefix &amp; Number (e.g. BIO 101)</th>
<th>Course Title</th>
<th>Success Rate (A+B+C+X+S)/Total Grades (Including W Grades)</th>
<th>Does Success Rate Include Proctored Assessments? YES/NO</th>
<th>Course Content &amp; Requirements (Syllabus) Included? YES/NO</th>
<th>Special Requirements</th>
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Last revised 9/17/2019
Contact Erin Leftwich, SSDL Liaison, with any questions.

I have reviewed this application and the SSDL Proposal.

Faculty Member: Print Name                      Date

Faculty Member: Signature                       Date

School Dean: Print Name                         Date

School Dean: Signature                          Date

Deliver completed form, along with a copy of all course syllabi, by email or paper document to:

**SSDL CONTACT:**

Erin Leftwich  
LMS Administrator & Shared Services Distance Learning Liaison  
Brown Library – B104  
540-857-6687  
ELeftwich@virginiawestern.edu