

## **Approval of Completed HCC Online Course**

### **Department / Division Chair Approval (for Academic and Workforce Courses)**

I have evaluated the following course using the [CTLE Course Review Checklist](#) as a guide.

Class # (e.g., ARTS 1303): \_\_\_\_\_

Title of Course: \_\_\_\_\_

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

- I approve this course be offered through the HCC Online program at Houston Community College.
  
- I do not approve this course be offered through the HCC Online program at Houston Community College. Reason for disapproval:

\_\_\_\_\_  
Signature of Department/Division Chair

\_\_\_\_\_  
Date

### **Program Coordinator Approval (Academic Courses only)**

- I approve this course be offered through the HCC Online program at Houston Community College.
  
- I do not approve this course be offered through the HCC Online program at Houston Community College. Reason for disapproval:

\_\_\_\_\_  
Signature of Coordinator

\_\_\_\_\_  
Date

### **Deadlines for Review and Approval:**

Fall semester course deadline - August 1

Spring course deadline - January 4

Return this form to HCC Online (MC 1740) or fax to 713-718-5388.

Attention: Shirley Smith or Lorah Gough

November 1, 2017