

Principles of Good Practice/Copyright Compliance Form for Distance Learning Courses and Programs

The Texas Higher Education Coordinating Board requires that electronically delivered credit courses and academic degree and certificate programs in which the majority of instruction occurs when the student and instructor are not in the same place meet the "Principles of Good Practice." The Southern Association of Colleges and Schools "Best Practices for Electronically Offered Degree and Certificate Programs" state that the internal organizational structure of the institution should ordinarily include the capability to assure compliance with copyright law. The following form should be completed to document individual and institutional compliance with these requirements and best practices.

The "Principles of Good Practice" may be viewed at www.de.ttu.edu by clicking on the link to faculty and staff resources. For more information about how the "Principles of Good Practice" might be applied in course design, contact the TLTC at 742-0133. See www.itts.ttu.edu/documentation/laws/index.html for additional information about the Digital Millennium Copyright Act, state and federal statutes, and TTU System policies.

Course/program information

Name of course/program: _____

Course prefix and number: _____

Name(s), title(s), department, phone and email of instructing faculty: _____

If different from instructing faculty, provide the name, title, phone and email of key contact person for this course/program: _____

Following the initial submission of this form, it should only be resubmitted for the same course number if there are substantive changes in course content or materials such that there would be a need to reaffirm compliance with the "Principles of Good Practice" or copyright laws and policies.

Required signatures

The signatures below indicate that the individuals have read the "Principles of Good Practice," that this course/program meets the "Principles of Good Practice" within their purview, and that it has their approval. The faculty member(s) responsible for the course affirms his/her awareness of the requirement to comply with all applicable copyright laws and policies and that to the best of his/her knowledge, this course/program is in compliance. Outreach and Extended Studies is responsible for securing copyright permissions for courses developed by and offered through OES.

Faculty _____ Date _____

Department chair _____ Date _____

Dean _____ Date _____

Graduate School _____ Date _____

Please return this document to the Office of the Provost by November 1 for the spring term, and by March 15 for the summer and fall terms.

Provost: _____ Date _____