



EASTERN OREGON UNIVERSITY
Division of Distance Education
Instructions for Gaining EOU Credit Overlay Course Approval

“Credit Overlay” is the term Eastern Oregon University uses to describe a cooperative relationship between the university and (usually) the Educational Service Districts in Eastern Oregon in which the ESD offers a professional development experience for its teachers, and EOU certifies the experience as equivalent to a certain number of graduate course credits, usually in Education.

The process by which an ESD gains approval and university credit for its professional development course, workshop or other training or educational experience is relatively simple, but it is time consuming because the approval request will be carefully scrutinized by several EOU officials. Please follow these steps to assure timely review of your approval request.

- 1) Fill out and submit the form on the following page. Be sure to attach an up-to-date resume for the instructor teaching your course, workshop, etc. as well as a current syllabus for the course, workshop, etc. EOU file copies of these documents will not be accepted *in lieu* of current documents.
- 2) Allow 20 working days from the date of receipt in LaGrande for approval or denial of your request. Email attachment is the most efficient mode of submission.
- 3) While EOU’s Division of Distance Education (DDE) will process the submitted request, EOU’s academic deans or faculty make credit-worthiness determinations about the approval request and will decide to approve or deny the request, not DDE.
- 4) DDE will notify you of the approval or denial of your request by mail or email, depending on the initial method of submission.
- 5) If the request is approved, DDE will supply you with a registration form which you may photocopy and provide to your faculty at the start of class. The per credit fee will be listed on the registration form. Payment and registration materials are due in the DDE office by the following dates: summer term 2007 courses – 8/10/07; fall term 2007 courses – 11/9/07; winter term 2008 courses – 2/25/08; spring term 2008 courses – 5/19/08. If the ESD has any instructional or materials fees associated with the course, workshop, etc., it is the ESD’s responsibility to collect those fees. Similarly, the ESD is responsible for paying its own faculty to teach the course, workshop, etc.
- 6) Remember that EOU courses are offered on the quarter system, not the semester system. Your approved request will be assigned a Course Reference Number (CRN) appropriate to the date and term in which it ends, not in which it begins. Paper grade rosters will be provided to the instructor or the instructor can access their Webster account at EOU to submit their grades online. Grades must be submitted by the end of the term in which the students are registered. Questions regarding grade submission can be answered by the Registrar’s Office, 541-962-3519 or registrar@eou.edu.
- 7) For questions about the approval process, email ddefacultyrelations@eou.edu or call 541-962-3381. For questions about registration procedures, or to register for credits, email tgirt@eou.edu or call 541-962-3810.

Thank you for helping us help you.

EASTERN OREGON UNIVERSITY

Division of Distance Education

Credit Overlay Course Approval Request

Allow 20 working days from receipt of this form at DDE for approval or denial of request.

Preferred submission is by email to: ddefacultyrelations@eou.edu
 Or, mail documents to: Faculty Relations, DDE, Eastern Oregon University, 1 University Blvd., La Grande OR 97850

CRN	Prefix	No.	Course Title	Cr. Hrs.	Cost

Class Location:		Course previously approved?	___yes ___no
Term to be offered:	___ Summer ___ Fall ___ Winter ___ Spring	Term/Year previously taught:	
Date(s) & Time(s):		Same Instructor:	___yes ___no

Current syllabus required – is it attached?	___ yes	Grading method:	___ A-F ___ S/U ___ Both
Text:		Author:	
Publisher:		ISBN:	

Instructor:		Soc. Sec. No.:	
Address:			
Work phone:		Home Phone:	
Instructor previously approved?	___ yes ___ no Date: _____	Current instructor resume required – is it attached?	___ yes

Other course/instructor information:

Course requested/submitted by: _____ Date: _____
 Address: _____ Phone: _____
 Email: _____ FAX: _____

-----For Approving Dean's Signature-----

Credit approved: Undergraduate _____ Graduate _____ Date: _____

Credit not approved: _____ Date: _____

Comments: (Include options to be considered, revisions, etc.) _____

Instructor Salary: none (responsibility of agency)

Date Rec'd at DDE _____
 To Academic Dean _____
 Returned/rec'd at DDE _____
 Requestor notified _____