Appendix D

# Online Course Quality Grant Agreement

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, agree to abide by the following stipulations in

the OCQ Grant for my online course \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to be delivered in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

* I agree to complete the CLT-provided training of the University’s LMS to be used to deliver the above-stated online course if I haven’t already completed the training or fail to prove my proficiency with the LMS.
* I agree to schedule regular meetings with the CLT personnel assigned to me.
* I agree to comply with all Penn State University copyright regulations.
* I agree to apply the **Penn State Quality Assurance e-Learning Design Standards** in my entire course design.
* I agree to comply with the **Penn State Course Accessibility Guidelines**.
* I agree to comply with the University’s **Policy IP03 Courseware**.
* I agree that my online course must pass the course quality review conducted by a CLT team member before I receive the OCQ award.

Signed (Grant Recipient) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Acknowledged (Recipient's Division Head) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_