Cooperative Academic Partnership Program

CAPP DISTANCE LEARNING POLICIES FOR ADJUNCT INSTRUCTORS

High schools involved with CAPP may offer their approved CAPP courses via distance learning technologies to schools that may or may not be affiliated with the CAP Program. Students that receive a CAPP course via distance learning must meet the eligibility requirements of CAPP. The *sending* site of a CAPP course will be responsible for the following:

Preliminary planning

1. Work with your UW Oshkosh liaison **prior** to the scheduling of the CAPP distance learning class to obtain approval to offer the course. This step is imperative for credit acceptance of the receiving schools.

After liaison approval

2. Notify the CAPP office as soon as the liaison approved CAPP course is scheduled to be offered through distance learning (information to include sending and receiving sites).
3. Distribute CAPP guidelines along with the CAPP registration forms to the receiving schools.
4. Verify eligibility of all students participating in your CAPP class.
5. Submit all registration forms to the CAPP office by the deadline for the semester.
6. Submit payment for the registrations (including receiving sites) no later than one month after you receive the invoice.
7. Process drops and late drops, verify class lists and issue grades to the CAPP office for all participating CAPP students.

If you have questions or need further information, please contact Gregory Kleinheinz, director, at (920) 424-0928 or capp@uwosh.edu.