**Instructions—Applicants for the workshop: After filling out the application to register, either obtain the signature of the chair and then scan this form and send via email to** [**Susan.Ko@cuny.edu**](mailto:Susan.Ko@cuny.edu) **OR give the form to your chair who can simply send the form directly to** [**Susan.Ko@cuny.edu**](mailto:Susan.Ko@cuny.edu) **via email.**

**NOTE:** **If you are from BMCC, Lehman, KBCC, or SPS, a point person from your college will clear the approvals with chairs and you do not need to use this form.**

**Chairs: If you have already emailed Susan Ko a pre-approval request for this applicant, you also do not need to use this form.**

*By filling out this form, you indicate that you are the academic supervisor or chair for the person whose name is indicated on this form and give your approval for that person to participate in the upcoming October 23-November 5th, 2017 workshop session of the Preparation for Teaching Online: A Foundational Workshop for CUNY Faculty workshop.*

*Participants for this workshop should be those faculty who are actually scheduled to develop or teach a fully online or hybrid course within 6 months or two semesters. More information about the workshop can be found at* [*https://cunyonline.commons.gc.cuny.edu/*](https://cunyonline.commons.gc.cuny.edu/)

*Please note that the list of all faculty approved by chairs will also be sent to your provost office prior to the confirmation of these registrations.*

Name of faculty (or staff) whose participation in this workshop is approved:

Approving chair or academic supervisor

**Name: Date:**

|  |  |
| --- | --- |
|  |  |

**Signature** (*signature of chair needed only if being sent by faculty applicant*)

**College and Program/department**

Please email as soon as possible to [Susan.Ko@cuny.edu](mailto:Susan.Ko@cuny.edu) . Thank you!