The purpose of this document is to formalize a relationship with a faculty member, adjunct faculty, or a department for the development, revision, or enhancement of an online course.

Academic department: ________________________________

Course requirement category (check one):

____ Core requirement ______ Prerequisite ______ Elective

Course information:

Course number: __________________ Credit hours: ____________

Course title: ____________________________________________

Name of course developer: ________________________________

Status:

____ Faculty in-load ______ Faculty overload ______ Adjunct ______ GA

Textbook(s) (if known at this time): ______________________________

Development term _________ Course start term__________________

Signatures:

Academic Department Head

Signature: __________________________ Date: ________________

Signature: __________________________ Date: ________________

Ruth Pionke, Senior Information Officer

Signature: __________________________ Date: ________________

Robert F. Olin, Ph.D., Dean

College of Continuing Studies Administrator

Signature: __________________________ Date: ________________

Development and Delivery of Online Courses

Step 1: Online Course Proposal
Step 2: Online Course Developer Authorization
Step 3: Course Development Memorandum of Understanding
Step 4: Course Delivery Approval Form

Revised 6 Feb 2015