A&S/CCS
Online Course Proposal

The purpose of this document is to propose a relationship with an academic department for the development or revision of an online course.

Academic department: ____________________________

Course requirement category (check one):

  ____ Core requirement  ____ Prerequisite  ____ Elective

Course information:

  Course number: _______________  Credit hours: ____________

  Course title: ______________________

  Course status (check one)  ____ New course  ____ Revision

Name of possible course developer: ____________________________

Anticipated development term __________________________________

Anticipated course start term ___________________________________

Signatures:

Academic Department Head

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