



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: _____

Signature: _____ Date: _____

Ruth Pionke, Senior Information Officer

Signature: _____ Date: _____

Robert F. Olin, Ph.D., Dean

College of Continuing Studies Administrator

Signature: _____ Date: _____

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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