

Online / Hybrid Learning Course Development Proposal

The course development proposal form must be completed by the faculty member responsible for developing the course. The purpose of the form is to begin the development process. The developer specifies and describes the nature of the course to be developed and secures all required signatures.

To be completed by the COURSE DEVELOPER

Name _____

Phone Number: _____ Department: _____

Email: _____

Course Title: _____ Semester Hours: _____

Course Prefix & Number: _____ Topics Course Existing Course

Course Level: Graduate Undergraduate Course Format: Hybrid Online Online 7 week

This course will be offered for the first time through: GCE Day Extended Campus / CPS

If this course is an undergraduate liberal arts and sciences course, which core requirements does this course satisfy?

(Check all that apply) The Arts Citizenship and the World STEM Global Diversity

Does this course satisfy requirements of a major? Yes No If yes, what major(s): _____

Does this course satisfy requirements of a minor? Yes No If yes, what minor(s): _____

Course Development Timeline:

Offered for the first time in Fall Spring Summer Winter Year _____

Course must be reviewed by both department and Digital Learning a minimum of 30 days before start of the term.

Anticipated date course will be fully developed and ready for review _____

Please indicate your rationale for seeking approval to develop this course for online delivery (i.e. curricular and program needs):

I request approval for the development of the digital learning course as detailed on this form. I understand that I have a maximum of one year from the Dean's approval to complete this course.

Faculty Course Developer Signature: _____ Date: _____

Faculty Course Developer Printed Name: _____

I approve the development of the digital learning course as detailed on this form.

Program Manager Signature: _____ Date: _____

Printed Name: _____

I approve the development of the digital learning course as detailed on this form.

Department Chair Signature: _____ Date: _____

Department Chair Printed Name: _____

I approve the development of the digital learning course as detailed on this form.

Division Dean Signature: _____ Date: _____

Division Dean Printed Name: _____

I approve the development of the digital learning course as detailed on this form.

GCE Dean Signature: _____ Date: _____

GCE Dean Printed Name: _____