College of Continuing Studies

Academic Outreach



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**A&S/CCS**

**Online Course Developer Authorization**

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:

Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Department Chair

Signature: Date:

Ruth Pionke, Senior Information Officer

Signature: Date:

Dr. Robert F. Olin, Dean

College of Continuing Studies Administrator

Signature: Date:

Development and Delivery of Online Courses

Step1: Online Course Proposal

Step 2: Online Course Developer Authorization

Step 3: Course Development Memorandum of Understanding

Step 4: Course Delivery Approval Form