College of Continuing Studies

Academic Outreach



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**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:

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

Signature: Date:

 Ruth Pionke, Senior Information Officer

Signature: Date:

 Dr. Robert 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