College of Continuing Studies

Academic Outreach



Box 870388

Tuscaloosa, Alabama 35487-0388

(205) 348-9278

1-800-452-5971

Fax (205) 348-0249

http://academicoutreach.ua.edu

**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