APPLICATION TO OFFER
AN ONLINE COURSE (AA-11/10)

This form must be submitted to the Provost’s Office on or before the midterm date of the semester prior to the course being offered.

To be completed by Department Chairperson:

Term and year to be taught: _____________________________________________________________

CRN-Course Dept-Section ___________________________________ Title (use catalog title)

Please Check One: ☐ Instructor fully-developed on-line course
☐ E-Pack, Publisher, or Courseware course

This online course consists of the following five (5) components:

1. Less than or equal to five face-to-face meetings (may include an orientation meeting, may include course labs), meetings must be agreed on between the instructor and Chair. ☐ Yes ☐ No.

2. Multiple assessment instruments (exams, papers, etc.) ☐ Yes ☐ No

3. Course content comparable to on-campus offering. ☐ Yes ☐ No

4. Approved syllabus (attach draft) ☐ Yes ☐ No

5. Student-to-student and student-to-instructor interaction which will be accomplished by a combination of the following means: chat, discussion or activities. ☐ Yes ☐ No

6. Other _________________________________
Course is to be taught:

☐ By an adjunct

☐ By a full-time faculty

☐ As an overload

☐ As part of normal teaching load

Name of instructor:

____________________________________________________________________

☐ Instructor is eligible for pay incentive

☐ Not eligible for pay incentive

Signature of Department Chairperson: ________________________________________  Date

Please Check One:  ☐ Course Offering Approved  ☐ Course Offering Not Approved

Signature of Provost: ____________________________________________________  Date