



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:

CRN-Course Dept-Section

Title (use catalog title)

Term and year to be taught: _____

The proposed online course meets the following criteria.

1. Five or less face-to-face meetings (orientation, labs, etc.) Yes No
2. Course content is comparable to on-campus offering Yes No
3. Students have access to appropriate learning resources Yes No
4. Course provides for regular student-to-student interaction Yes No
5. Course provides for regular student-to-faculty interaction Yes No
6. Course provides for multiple assessments of student work Yes No
7. Students have adequate opportunity to reflect on coursework Yes No
8. Coursework consistent with federal credit hour requirements Yes No
9. Other criteria _____ Yes No
10. Course syllabus has been reviewed and approved (attached). Yes No

Course is to be taught:

- By an adjunct instructor
- By a full-time faculty member As an overload
- As part of normal teaching load

Name of instructor:

Please Check One:

- Instructor fully-developed on-line course
- E-Pack, Publisher, or Courseware course
- Instructor is eligible for course development pay as the course is being offered for the first time online
- Instructor is not eligible as the course has been offered previously online

Please Check One:

- Course Offering Approved Course Offering Not Approved

Signature of Department Chairperson: _____

_____ Date

Please Check One:

- Course Offering Approved Course Offering Not Approved

Signature of Provost: _____

_____ Date