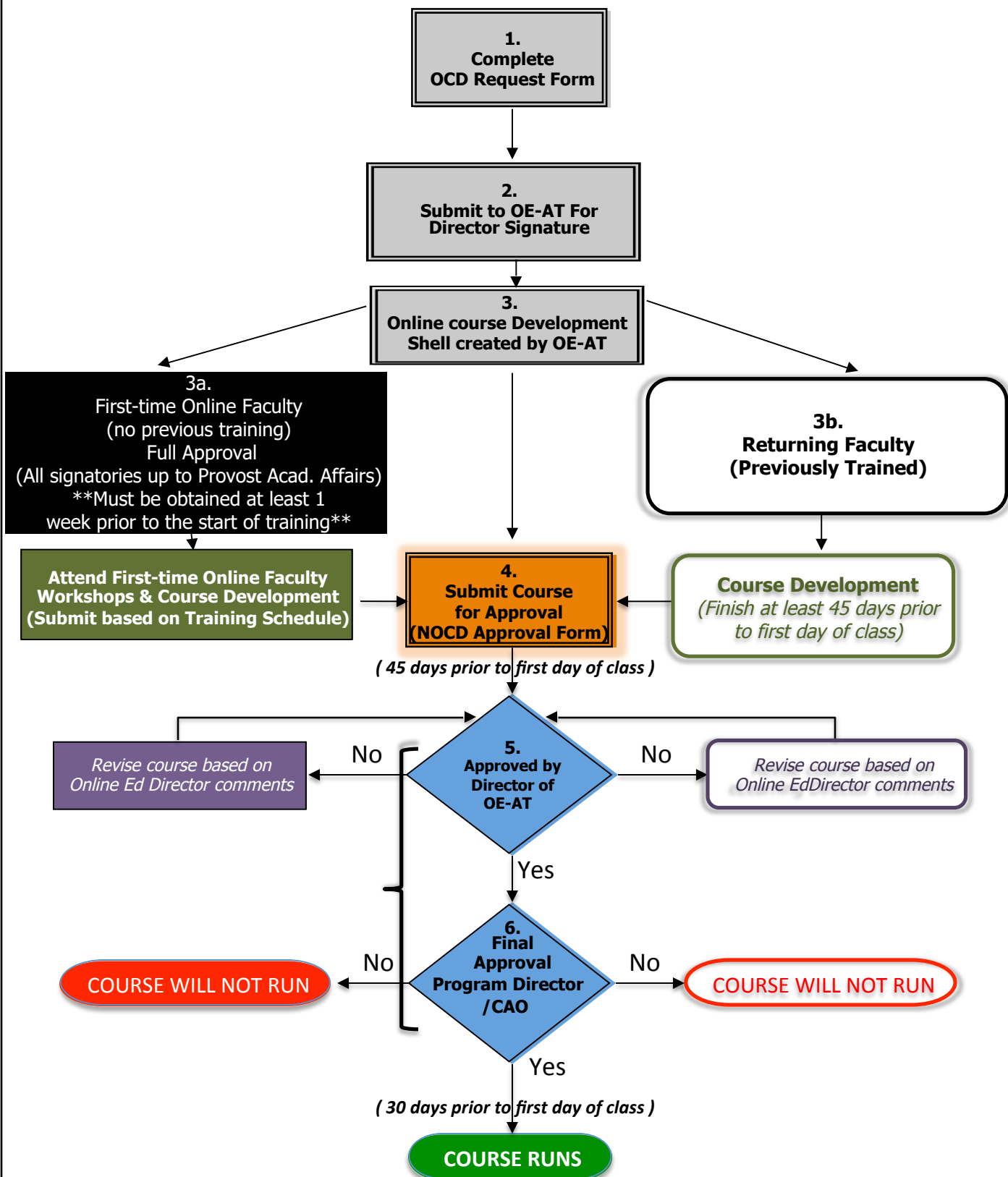


# ONLINE COURSE DEVELOPMENT (NOCD) REQUEST & APPROVAL

## PROCEDURE FIRST-TIME ONLINE FACULTY VS. RETURNING FACULTY

### (FLOWCHART)



# **Online Course Development (OCD) Request and Approval Procedure**

## **First-time Online Faculty vs. Returning Faculty**

### **(Step-by-Step)**

1. **Instructors who wish to develop an existing course, a course with an approved Learning Activity Proposal (LAP), must discuss with Department Chairperson the development of an online/hybrid course.**
  2. **Once the Program Director agrees that course can be developed, the instructor completes the **ONLINE COURSE DEVELOPMENT (OCD) REQUEST FORM (FORMv 1)** (See attached).**
  3. **Instructor obtains approval of the OCD Request Form. *Faculty completes the instructor section and signs the OCD Request Form from the Program Director. A fully signed OCD Request Form has to be submitted to the Online Education & Academic Tech at least one week prior to the start of training.***
    - a) **If First time Online Faculty** (*no previous training in developing an online course*), approval by Program Director, School Dean and Provost/EVP are required for faculty training and course development. *Approved instructor attends faculty training and develops the approved course.*  
**NOTE:** *Prior to attending the training, the instructor obtains or develops a course syllabus based on the course LAP for the course that will be developed.*
    - b) **If Returning Online Faculty** (*with previous training in developing an online course*), ONLY Program Director signature is required. *Instructor develops the approved course.*
- NOTE:** *The assigned person in the Office of Academic Affairs (OAA) will send the name of the course and instructor to the Registrar's office for inclusion in Banner. A course shell will be created by the Online Ed staff to allow the instructor to develop the course. When course is completed, the Online Education & Academic Technology staff will migrate the approved content to the LMS course shell listed in the assigned semester. NO COURSE WILL BE DEVELOPED IN THE COURSE SHELL LISTED IN THE ASSIGNED SEMESTER.*
4. **Instructor completes and submits the **ONLINE COURSE DEVELOPMENT (OCD) COMPLETION/APPROVAL FORM (FORMD 2)** for course completion approval (at least 45 days prior to semester start).**
  5. **Approval by the Director of Online Education & Academic Technology**
    - a) **If approved,** Online Ed Director submits the course to the Program Director. Program Director makes the final approval based on the course meeting the approved LAP.
    - b) **If disapproved,** the instructor/course goes back to the Online Ed Director to work on meeting standards. When approved by Online Ed Director, the course is submitted to the Program Director for approval.
  6. **Final approval by the Program Director (at least 30 days prior to start of semester):**
    - a) **If course is approved by the Program Director,** course stays in the schedule and runs on schedule.
    - b) **If course is not approved by the Program Director,** course will not run. Department will inform the students enrolled in the course and inform them of the next course of action.