

ONLINE EDUCATION & ACADEMIC TECHNOLOGY

REQUEST (FORM – 1)

(This form is to be completed by instructor when requesting approval to train and develop an online/hybrid course)

Name (First) _____ (Last) _____

(First name and last name of instructor requesting to develop and teach an online/hybrid course)

Division _____ Discipline _____

(Example: Business and Information Technology)

(Example: Criminal Justice)

Course Number/Title _____ Number of Credits _____

(Example: CRJ 101 Introduction to Criminal Justice)

(Example: 3)

eLearning format: Online _____ Hybrid _____

(Choose Online if all class meetings are online. Choose Hybrid if class meetings are divided with online and face-to-face sessions)

For Faculty who will train to develop course content and teach online:

Is this the first time course to be developed for online/hybrid offering? Yes _____ No _____

If no, please indicate the reason course is to be developed again: _____

Are you developing this online/hybrid course for the first time? Yes _____ No _____

(If yes, please complete ALL required signatures below) (If no, only "Online Ed. Director Approval" is required)

For Faculty who will ONLY train to teach online (will not develop course content)

(Faculty will use previously approved online course content) (Permission to use content from original course author required)

Permission granted by faculty author/course developer to use course content? Yes _____ No _____

If no, indicate reason: _____

Name of original faculty course owner/developer _____

Training Information

For faculty developing content and teaching Training: N2OL: New to Online Learning		For faculty teaching only (no course development) Training: Online Ed (D2L 101 to D2L 501)
Timeframe for Training <i>(Indicate Semester/Year)</i>	Submission of Completed Course Content <i>(Indicate month/date)</i> <i>(45 days prior to first day of target semester)</i>	Timeframe for Training <i>(Indicate Semester/Year)</i>

Requested by: _____ / _____

Faculty Signature

Date

Online Ed. Director Approval: _____ / _____

Online Education & Academic Technology Director Signature

Date

Additional Approval

Required only when an instructor is developing an online/hybrid course for the first time

_____ / _____

Provost/EVP Signature

(Updated 4/10/23)