Online “NEW” Course Proposal

Please complete and submit the proposal to the Division of Distance Learning for approval. (email: Christy.Thomas@lamar.edu or fax # 880-2191)

Department: ____________________________ Submission Date: ________________

Course Number/Title: ________________________________

Proposed method of delivery: (please circle) 5-week, 8-week, 15-week (must include justification)

Developer(s): ________________________________ Pay distribution ______________

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Anticipated (Start Date) /semester to offer course online: ________________

Note: Course should be approved 4 months prior to this date and must be in course inventory.

Prerequisites: ____________________________________________________________

Are all prerequisites offered online? ______ Yes _____ No ___ NA

Is development money being requested? (please circle) YES for $3500 No compensation

Has this course ever been delivered in an online format? (please circle) Yes No

Is this course currently offered on campus? (please circle) Yes No

If so, what was the average enrollment from last year? ________________ per semester

What is the purpose in putting this course online? How will it benefit students?

________________________________________________________________________________

________________________________________________________________________________

List degree plans that will require this course.

________________________________________________________________________________

Anticipated enrollment ________________

Signatures: *note if more than 2 developers to be paid – submit additional forms with signatures.

Developer: ________________________________ Date: __________

Developer: ________________________________ Date: __________

Department Chair: ____________________________ Date: __________

Dean: ________________________________ Date: __________

Provost: ________________________________ Date: __________