

Request to Develop Online Course – **Not** First MWSU Development

Submission Deadlines

Courses to be Offered First in Fall – February 1 of prior academic year

Courses to be Offered First in Spring – September 15 of prior academic year

Courses to be Offered First in Summer – February 1 of prior academic year

[Note: Exceptions to these deadlines may be granted by the dean and provost.]

Faculty Member: _____

G# _____ Department: _____

Course to be Developed: _____

Term(s) During Which Course Will be Developed: _____

Proposed Term that Course Will First be Offered: _____

Proposed Cycle of Offering of Course (e.g., every term, once per year, etc.)

How will the proposed course meet program/university requirements and generate new enrollment for the University?

If the proposed course is part of a joint project with other faculty, list the other faculty involved and the courses to be developed.

Previous online course(s) developed by applicant:

Faculty Signature: _____

Approval of Chair or Unit Head: _____

Approval of Dean: _____

Approval of Provost: _____

Received by Western Institute: _____

After all approvals, a copy of the signed proposal will be sent to all signatories

Submit signed application to Melody Smith, Western Institute