

Online Course Request

If you are considering delivering your **course online** or components of online delivery, **approval is required** by Office for Education. Please follow these steps:

- Step 1: Fill out Online Course Request form below (also available on Intradent)
- Step 2: Obtain DEO approval
- Step 3: Schedule meeting with Associate Dean for Education
- Step 4: Obtain approval Associate Dean for Education and Curriculum Committee approval
- Step 5: Notify COD Registrar
- Step 6: Work with [Design4Online](#) Instructional Designers to develop/convert course

COURSE INFORMATION

Course Number: (i.e. FAMD 8488) _____ Course Director: _____

Title of Course: _____

REQUEST FOR ONLINE COURSE

1. Proposed Course Type (*Check One*): ☐ Online ☐ Hybrid (online & in-person)
2. If Hybrid, what is the approximate proportion of face-to-face time (i.e., 50%) _____
3. What is your justification for delivering components of the course or entire course online?
4. Will the online components be synchronous (live) or asynchronous (pre-recorded)?
☐ Synchronous (live) ☐ Asynchronous (pre-recorded)
5. Will the course have the same learning outcomes as the original onsite course? ☐ Yes ☐ No
If no, please explain how and why learning outcomes are different.

6. Please describe what course components will be online.

7. Please describe how you intend to utilize in-person sessions, if applicable.

8. How do you intend to promote active learning with students throughout the course?

9. How do you intend to communicate with students throughout the course?

10. Scheduling Information: (*Anticipated First-Time Offering*):

Semester _____ Year _____

11. **Please attach current course syllabus.**

12. DEO Approval: I have discussed plans to convert the aforementioned course from on-site to either on-line or hybrid. I approve the learning outcome and instructional methods to keep students engaged.

DEO: _____ Date: _____

Required Approvals

Associate Dean for Education:

Date:

COD Registrar:

Date:

Curriculum Committee Approval:

Meeting date
approval: