

# Online "NEW" Course Proposal

Please complete and submit the proposal to the Division of Distance Learning for approval.  
(email: [Christy.Thomas@lamar.edu](mailto: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?

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List degree plans that will require this course.

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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: \_\_\_\_\_