

# MEMORANDUM

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| **TO:** | Senior Vice President for Academic and Student Services  |
| **THRU:** | Academic Dean: |  |
| **THRU:** | Division Chair: |  |
| **THRU:** | Department Chair/Program Coordinator: |  |
| **FROM:** | Faculty Member: |  |
| **DATE:** |  |  |
| **SUBJECT:** | Online-Blackboard Course Development Proposal |
| Request approval to develop the following course/program for online delivery: |
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| **Course/Program To Be Developed:**  |  |
| **Instructor:**  |  |  |
| **Required Instructor Training:** |  |
| **Distance Learning Method of Delivery**:  |  |
| **Justification:**  |  |  |
| **Timeline:**  |  |  |
| **Resources:**  |  |  |
| **Is a Substantive Change letter required?** | **[ ]  Yes** | **[ ]  No** |