

# 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** | |