

***In order to offer a course online you will need to complete the following form.***

### **Process**

The faculty member offering the course is responsible for obtaining necessary approvals and ensuring that the following steps are taken to complete the form:

1. Faculty receives approval from the department regarding offering a course online.
2. Faculty completes the form.
3. Faculty forwards the form as an e-mail attachment to the appropriate department chair.
4. Department chair forwards the form if approved as an e-mail attachment to the academic dean.
5. If approved, Dean forwards the form as an e-mail attachment to Associate Vice President for Academic Affairs at [fitzgeraldg@ccsu.edu](mailto:fitzgeraldg@ccsu.edu)
6. Faculty will be notified if limit has been met and additional information is requested

### **Training**

If you have not used the Blackboard Learn course management system please contact the Instructional Design and Technology Resource Center (IDTRC) via email [idthrc@ccsu.edu](mailto:idthrc@ccsu.edu) at least eight months prior to teaching your online course. Additional training is available for those who also would like to improve their online course as well as additional certifications through Quality Matters.

### **Questions**

Any questions regarding the process of creating an online section should be directed to Glynis Fitzgerald [fitzgeraldg@ccsu.edu](mailto:fitzgeraldg@ccsu.edu) . Any training questions should be directed to IDTRC [idthrc@ccsu.edu](mailto:idthrc@ccsu.edu)

**Online CCSU Course Information Sheet**

Instructor's name	
Is this your first time teaching an online course?	
Term course is to be offered?	
Department name	
Department designator and number	
Course Title	
Credit hours	
Enrollment cap	

Submitted by: ( Faculty Name)	
Date:	

Compensation for new course development is \$1,000. I will be developing this new course to teach during the \_\_\_\_\_ semester.

**[Check one]**

\_\_\_\_\_ Compensation **for developing** this course to be delivered via Online CCSU will be paid in a stipend

**OR**

\_\_\_\_\_ Compensation for developing this course to be delivered via Online CCSU will NOT be made as the course was previously offered on-line, and compensation for development was provided at that time.

Approved by Department Chair:	
Date:	

Approved by Academic Dean:	
Date:	

Approved by AVP, Academic Affairs:	
Date:	

**Please note that courses offered online for Fall and Spring semesters have limitations based on conditions set by the Faculty Senate.**