



NEW ONLINE COURSE DEVELOPMENT (OCD) COMPLETION/APPROVAL FORM

This form is to be submitted by the instructor to the Director of Distance Education after completion of online course. The approved “*New Online Course Development Request Form*” should be attached when submitting this form.

First Name:

Last Name:

Division:

Discipline:

Course Title:

Number of Credits:

Check Semester Schedule (semester/academic year) for First-time Online Course Offering

Year

Fall

Spring

Summer 1

Summer 2

Summer 3

Distance Learning Director recommends completed course for final approval for online offering |

Print Name

Signature

Date

Chairperson’s final approval of completed online course development for online course offering

Print Name

Signature

Date