

Guidelines for Developing Online Courses

NOTE: Distance Education forms and approvals are required the first time that a course will be offered either as an online course OR a hybrid course. However, if a course has been offered online, it may be offered as a hybrid with no additional forms or approvals, and vice-versa.

HOWEVER, the CAPC approval requirements must be met before a course can be offered online AND before a course can be offered in hybrid format, both.

1. Any course must be approved for traditional delivery and in the catalog before it can be approved for online delivery.
2. Any instructor wishing to develop an online delivery for an existing course should first discuss the option with his/her Department Chair and Executive Dean and commence any necessary ANGEL training.
3. The instructor then fills out a *Determination of Need* form and discusses developing the course for online delivery with the department.
4. If the department supports online development of the course, a discussion must be held at a division meeting about online development of the course.
5. Based on feedback from the department and division, the *Determination of Need* form should be forwarded for the approvals and signatures outlined on the form.
6. If all necessary approvals and signatures are obtained on the *Determination of Need* form, the instructor should complete necessary ANGEL training and begin developing the course. The form should be sent to DE.
7. After the course is developed, the Department Chair, Executive Dean, and supervisor of DE review the course and sign the *Online Course Development Completion* form. Once the *Online Course Development Completion* form has been signed, it should be forwarded to DE.
8. The instructor and/or department chair should next submit a *Notification of Change in Course Information* form to CAPC.
9. Once the *Notification of Change in Course Information* has been approved by CAPC, the online course may be included in the credit schedule.