Distance Learning (eLearning) Course Application

Submission Instructions:
1. Complete this form and sign; *(Completion of all sections are required; otherwise application will not be processed.)*
2. Attach Course Syllabus; *(Moodle Instructional)*
3. Obtain Dean or Department Head approval;
4. Email electronic copies to johnsonl@gram.edu or hamiltoneb@gram.edu.

1. Developer Information

Course Developer/Instructor	
Department Name	
Office Location/Address	
Email Address/Office Phone Number/Fax	
Dean or Department Head	
Dean or Department Head Email Address	

2. Distance Learning Quality Online Assurance Certification (DLQOAC)

Faculty must complete the DLQOAC prior to teaching online/blended courses. If you have completed the DLOAC please proceed to Section 3-Course Information. If not complete the following:

I will participate in the following DLQOAC:
__ February 1
__ May 1
__ October 1

3. Course Information

CRN# (54321)	
Course ID and Title	
Credit Hours	
Credit Type	( ) Graduate ( ) Undergraduate ( ) Both graduate & undergraduate credit
Delivery	( ) Online ( ) Hybrid ( ) Videoconferencing
GSU Course Approval	Has this course been developed through DLQOAC & GSU Applying the Quality Matters (QM) Rubric Standards? ( ) Yes ( ) No
Course To Be First Offered	Semester_____ Year_____

4. Online Information

Have you previously taught a course online or blended/hybrid using Moodle?	( ) Yes ( ) No
I understand that online and hybrid courses require more than a transfer of lecture notes and PowerPoint presentations and typically involve multifaceted presentation, assessment techniques and frequent student-to-student and student-to-instructor interaction.	( ) Yes ( ) No

5. Signatures

_____ **Course Developer**	_____ **Date**
_____ **Department Head or College Dean***	_____ **Date**
_____ **Office of Distance Learning***	_____ **Date**
_____ **Office of Distance Learning, PC/Moodle Systems Administrator***	_____ **Date Entered**

By signing this document, you approve the development of this course