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| **Submission Instructions:**1. Complete this form and sign;2. Attach Course Syllabus;3. Obtain Dean or Department Head approval;4. Email electronic copies to johnsonl@gram.edu or hamiltoneb@gram.edu.  |
| **Developer Information** |
| **Course Developer/Instructor** |  |
| **Department Name** |  |
| **Office Location/Address** |  |
| **Email Address/Office Phone Number** |  |
| **Dean or Department Head** |  |
| **Dean or Department Head Email Address** |  |
| **Course Information** |
| **CRN# (12345)** |  |
| **Course ID and Title** |  |
| **Credit Hours** |  |
| **Credit Type** | ( ) Graduate ( ) Undergraduate ( ) Both graduate & undergraduate credit |
| **Delivery** | ( ) Online ( ) Blended ( ) Videoconferencing |
| **GSU Course Approval** | ( ) If new undergraduate course, has GSU Curriculum Committee development?( ) If new graduate course, has GSU Graduate Council approved for approved for development? |
| **Course To Be First Offered** | Semester\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Online Information** |
| **Have you previously taught a course online, blended or web-enhanced using Blackboard or Moodle?**  | ( ) Yes ( ) No |
| **Have you had any formal Blackboard or Moodle training, or have you met with ODL staff about accomplishing the goals and objectives of developing this specific course?****Date(s):****Trainer(s):**  | ( ) Yes ( ) No |
| **I understand that online and blended 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 |
| **Signatures** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Course Developer** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Department Head or College Dean\*** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Office of Distance Learning\*** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date** |

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