

Online Course Proposal Form

Questions and Instructions

Course Modality

This section gathers information about how the course will be delivered (in person or online) and supports scheduling, Academic Senate review, and instructional resource planning. Select **In-Person** if more than 50% of student-instructor interaction time is designed to occur face-to-face (classroom-based). Select **Online** if (for some or all students) less than 50% of student-instructor interaction time was designed to occur face-to-face (meaning physically in the same room).

Reminder: If a course is seeking an online modality, it must have "R" in the course number (e.g. CSE-153R).

- **What kind of online course format is being proposed?** Select from asynchronous online, synchronous online, or hybrid.
- **Is there an approved in-person (classroom-based) version of the course?** Select Yes or No.
 - If **yes**, you will be asked to provide the **subject code and title** of the approved in-person version of the course, and to **submit an updated course approval form** for the face-to-face course to add the R course as duplicate credit. You will also be asked to use the text box to provide a **rationale for offering this course in both an in-person and an online format**.
 - If **no**, you will be asked if there is a **corresponding proposal to establish a duplicate credit in-person course**. Select Yes or No.
 - If **yes**, you will be required to **submit an updated course approval form** for the face-to-face course to add the R course as duplicate credit. You will also be asked to use the text box to provide a **rationale for offering this course in both an in-person and an online format**.
- **Does this unit consider the proposed course a bottleneck due to demand exceeding capacity (physical space)?** Yes or No.
- **List all instructors who might teach this course:** Enter the instructor's name, title, and academic unit has been entered correctly.
- **If lower/upper division academic level is selected:**
 - **What is the expected enrollment in this course?** Enter the number.
 - **How many instructional assistants (if any) are likely to be requested for this course?** Enter the number.
- **Was this course developed with exceptional/significant resources provided by the University?** Yes or No.
- **What is the rationale for offering this course in the selected format?** Enter a response.
- **Why is the selected course format appropriate for this particular course?** Enter a response.
- **How is this proposal consistent with effective pedagogical practices?** Enter a response.
- **How does this course fit into the academic unit's broader curriculum?** Enter a response.

Course Modality

What is the intended course modality?



Online (> 50% virtual) ▼

What kind of online course format is being proposed?

Select... ▼

Is there an approved in-person (classroom-based) version of the course?

☐ Yes ☐ No

Does this unit consider the proposed course a bottleneck due to demand exceeding capacity (physical space)?

☐ Yes ☐ No

List all instructors who might teach this course:

Instructor Name	Title	Academic Unit	
<input type="text"/>	<input type="text"/>	Select... ▼	 

What is the expected enrollment in this course?

How many instructional assistants (if any) are likely to be requested for this course?

Was this course developed with exceptional/significant resources provided by the University?

☐ Yes ☐ No

What is the rationale for offering this course in the selected format?

Why is the selected course format appropriate for this particular course?

How is this proposal consistent with effective pedagogical practices?

How does this course fit into the academic unit's broader curriculum?

Upload a syllabus or provide brief responses to these questions

To provide the additional information requested, you may either upload a syllabus that addresses these questions, or enter your responses. You do not need to do both.

- What opportunities will students have to engage with the instructor (office hours, email, etc.) and each other?
- How will students be evaluated (quizzes, written assignments, problem sets, etc.)? Describe the frequency and modality of the evaluations and the type of feedback students receive.
- How will student identity be verified, especially for high stakes assignments like midterms and final exams? How will academic integrity be addressed?

Attach Syllabus	<input type="button" value="Attach File"/>	Uploaded Files: <input type="text"/>
		Files To Be Uploaded: <input type="text"/>

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How will academic integrity be addressed?

Optional: You may include a single PDF bundle containing items such as ILTI records and/or sample classroom materials.	<input type="button" value="Attach File"/>	Uploaded Files: <input type="text"/>
		Files To Be Uploaded: <input type="text"/>