

## ONLINE COURSE DEVELOPMENT REQUEST

### Effective January 1, 2007

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#### To Be Completed By Instructor

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*After initial discussion and verbal approval of your lead instructor, complete the information below and submit this request **to your lead instructor**.*

1. Name \_\_\_\_\_ Phone \_\_\_\_\_

2. Course to be developed \_\_\_\_\_  
Subject                      Course number                      Course title

3. Rationale for online course development: *(Short narrative explaining student or industry demand, affected programs/degrees, and how this course will help ENMU-Ruidoso accomplish its mission and strategic plan.)*

4. I  have  have not completed the required online course development training.

5. The course will be scheduled for offering the \_\_\_\_\_ semester of 20\_\_\_\_  
(fall, spring, or summer)

and will be complete and ready for review by the WebCT Online Course Coordinator two weeks prior to the beginning date of the semester.

6.  This is my first online course and I request a \$500 stipend for development.  
 This is **NOT** my first online course and I request a \$750 stipend for development.

*Upon finished course approval, you may expect to receive payment within thirty (30) days of receipt by the business office. The instructor releases all rights and claims to the content and use of the developed course.*

7. I, \_\_\_\_\_ agree to the terms and conditions  
(Instructor)                      (Date)

of this agreement.

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**To Be Completed By ENMU**

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**Setup Approvals**

I, \_\_\_\_\_ (Date) recommend this request.  
(Lead Faculty)

*(Forward this form to the Dean of Student Learning)*

I, \_\_\_\_\_ (Date) recommend this request.  
(Dean of Student Learning)

*(Forward this form to the Provost)*

I, \_\_\_\_\_ (Date) approve this request.  
(ENMU-Ruidoso Provost)

*(Return this form to the Dean of Student Learning)*

*(Forward this form to the WebCT Online Course Coordinator)*

The shell for this course will be available \_\_\_\_\_.

*(Notify the instructor that the shell is available.)*

**Completion Approval**

The course above complies with the ENMU-Ruidoso Online Policy and Procedures document and is approved for delivery to students.

\_\_\_\_\_  
(WebCT Online Course Coordinator)

I, \_\_\_\_\_ (Date) approve payment of this stipend.  
(Dean of Student Learning)

Request for payment is submitted to the business office \_\_\_\_\_.  
(Date)

*Copies: Instructor, Lead Instructor, Online Course Coordinator, Dean of Student Learning, Business Office Manager.*