

# Online Course Revision Proposal

Please complete this form and submit the proposal to the Division of Distance Learning to be forwarded to the Distance Education Committee.  
(email: [LuOnline@lamar.edu](mailto:LuOnline@lamar.edu) or fax# 880-2191)

Department: \_\_\_\_\_ Submission Date: \_\_\_\_\_

Course Number/Title: \_\_\_\_\_

Developer(s): \_\_\_\_\_

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Anticipated semester to offer revised course online: \_\_\_\_\_

**Note: Course should be approved 3 months prior to this date.**

Proposed method of delivery: \_\_\_\_\_ (5-wk, 8-wk, 15-wk)

Delivery method: \_\_\_\_\_ CDE (traditional online) \_\_\_\_\_ AP(accelerated online)

Is revision money being requested? \_\_\_ Yes \_\_\_ No

What is the purpose of revising this course? (Attach details of changes)

**Note: Course revisions are eligible for a stipend when they are 3 years past original development or last revision and have demonstrated need either as part of an online program or as an elective with consistent student enrollment. It should involve major changes relating to the curriculum and learning objectives and should include updated videos to reflect current faculty active in the department and the course. All redesigned courses will use the University branded, Quality Matters template. An instructional designer will be assigned to the course and work with the faculty member in updating content, applying the template and assuring that the course will have a successful QM review. Revisions for textbook or schedule are considered course maintenance.**

When was this course originally developed? \_\_\_\_\_

Average enrollment \_\_\_\_\_ per section for last 2 years.

## Signatures:

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Chair, Distance Ed Committee: \_\_\_\_\_ Date: \_\_\_\_\_

Provost \_\_\_\_\_ Date: \_\_\_\_\_