**UTA Online Course Development Request**

Instructions: Use this email template to answer fundamental questions about the proposed course development, so that the Provost’s Office can approve and assign a priority for the commitment of resources. Once completed, forward it through this approval process:

Chair > Dean > CDE Manager ([ssarraj@uta.edu)](mailto:ssarraj@uta.edu)) > Provost.  
(Notes: 1. The Provost will not approve an incomplete request. 2. For multiple courses, add rows to the table below.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Department** | **Course title** | **Course number** | **Developing faculty member(s)** | **Faculty split %** (if applicable) |
| *(Example)* | *Business Statistics I* | *BSTAT 3321* | *Jones, Hernandez* | *50%, 50%* |
|  |  |  |  |  |
|  |  |  |  |  |

**Type of development project:**

New online course

Major revision of existing online course (= or >50% of content)

Minor revision of existing online course (<50% of content)

**Proposed initial online offering (month & year):**

**Proposed start development process date:**

(Minimum 4 month development process)

**Is this new course required in the degree plan (Y/N)?**

**What are the motivating factors for revising or offering this course online?**

**What has been the enrollment of related courses? What is the projected enrollment?**

**Is this course part of a larger strategic initiative (Y/N)?**

**Provost approval and priority:**

A = High priority UTA strategic initiative

B = Expand successful programs or update key strategic programs

C = Normal new course development