

New Online/Blended Course Development Application

Application Procedures:

1. Faculty with a course proposal to develop a new online or blended course should discuss the proposal with their chair and dean prior to beginning any course development.
 - 1a. The faculty member consults with staff at the [Center for Faculty Excellence](#).
 - 1b. The faculty member proposing the new course completes the application form and obtains the approval and signatures of the chair and the dean.
2. If approved by the chair and dean, the faculty member submits the application form to Jessica Boudouris (jessica.boudouris@nyit.edu) for the Provost's review and approval.
3. Copies of the approved application will be sent to the faculty member, chair, dean, department admin, dean's admin, and director of the Center for Faculty Excellence

Faculty Member First & Last Name: _____

School	Department
Course Number	Course Title

Mode of instruction:

- ☐ Online
- ☐ Blended

Is this a new course being offered?

- ☐ Yes
- ☐ No

If yes, has the course been approved through the senate process?

- ☐ Yes
- ☐ No

First Semester of Online / Blended Implementation (semester/year):

Catalog Description:**Explain why this course is a good candidate for online/blended delivery:**

The faculty member acknowledges that compensation for development of the online/blended course will occur during the first semester that the course is offered in the online/blended format. In extenuating circumstances, or in a case where NYIT decides not to offer the course, the Provost/Vice-President for Academic Affairs may authorize payment after the course has been fully developed and before it has been taught. The faculty member also acknowledges that the course may not be offered in the new format until all signatures have been obtained on this form.

Submitted by:

Printed Name	Signature	Date

Approvals

Department Chair

Printed Name	Signature	Date

Dean

Printed Name	Signature	Date

CFE Consultation *This consultation can take place at any point in the process prior to VPAA/Provost approval*

Printed Name	Signature	Date

VPAA/Provost *Obtained by CFE after submission*

Printed Name	Signature	Date