# 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 ([cdeid@uta.edu)](mailto:cdeid@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 (select one):**

New online course:

Never taught or designed for online (Stipend: $5000)

Previously taught online but not designed with CDE (Stipend: $5000)  
**Provide most recent Canvas course URL:**    
Note: CDE will review the course URL and reply within 4 business days to advise if the course will move directly to the internal evaluation process or be recommended to partner with an Instructional Designer.

Existing course, designed with CDE:

Major revision ≥ 50% of content of existing online course (Stipend: $2500)

Minor revision <50% of content of existing online course (Stipend: $1250)

**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)?**

**All courses developed with CDE go through the Official Quality Matters (QM) certification process. Is there a unique case for why this course should not go through QM certification (Y/N)?   
If yes, explain.**

**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