New Orleans Baptist Theological Seminary and Leavell College

ONLINE COURSE DEVELOPMENT/REVISION FORM

Course _____ Developer/Reviser(s)_____

Development of an Online Course

A course qualifies for development when it is needed for the completion of academic degrees offered at Leavell College or New Orleans Baptist Theological Seminary. An existing course can qualify as a new development when a complete overhaul of the existing online course is in order (e.g., new textbooks, assignments, content, videos, etc.). All course developments must be designed in accordance to the "Online Course Evaluation Rubric" which will be provided by the Office of Online Learning.

☐ **Check here to request approval to develop an online course.**

Description of Revision

A course qualifies for revision when the existing course entails editorial changes that include—but are not limited to—major restructuring/editing of a content, updating assignments, and/or updating videos. The course revision must be done in accordance to the "Online Course Evaluation Rubric" which will be provided by the Office of Online Learning.

☐ **Check here to request approval to revise an online course.**

Rationale for Development/Revision (attach any additional information if needed)

_____

Development/Revision Deadlines

Online Courses must be completed one month prior to the beginning of the first academic term in which the course is to be offered. Please indicate the semester and academic year in which the new or revised version of the course will first be offered.

Semester:_____ Academic Year:_____

Prior to submitting this form to the appropriate academic dean, attach a copy of a course syllabus that has been approved by the appropriate college/division.

Signatures
Developer(s)/Reviser(s): _____
Divisional Associate Dean (If applicable): _____
Academic Dean: _____
Provost: _____
Dean of Distance Learning:_____

See the NOBTS faculty handbook for additional policies regarding online courses.

Completed form submitted to ITC office on:_____ Initials:_____