

**TRANSMITTAL SHEET FOR
ON-LINE COURSES
UNIVERSITY OF SOUTH ALABAMA**

New Course Proposal

This transmittal sheet must be attached to the Memorandum to Accompany the Curriculum Action Form (CAF) along with the information (see reverse side) from the Online Course Proposal for any new course proposal that is designed to be **delivered entirely online** via Distance Education on the WWW.

Adapting Currently Approved Course

This transmittal sheet must accompany the information (see reverse side) from the Online Course Proposal required for any previously approved on campus course to be adapted for **delivery entirely online** via the WWW.

The signatures below indicate that the Principles of Good Practice for Electronically Offered Academic Degree and Certificate Programs have been met.

College: _____ Department: _____

Course Prefix: _____ Course Number: _____ Credit Hours: _____

Course Title: _____

Instructor: _____

Signatures of:

Course Instructor _____ Date _____

Department Chairperson _____ Date _____

College Dean _____ Date _____

Academic Affairs Committee _____ Date _____

Not required for previously approved on campus courses

USA Online Coordinator _____ Date _____

Senior Vice Pres. Acad. Aff. _____ Date _____

04-09-99

On-Line Course Proposal Format
University of South Alabama

1. Contact Person for Department Requesting Course Development/Instruction:
Name, Address, Phone, Fax, E-mail address.
2. Web site URL for the course:
usaonline.southalabama.edu for eCollege hosting
3. Course Prefix, Number, Title, Description, Level(Grad/UG), and Credit Hours:
4. Predominant Delivery Mode:
On the Web (www) . . .
5. Supplemental formats:
Such as. . . CD-ROM, Compressed Video, Video Tapes. . .
6. Modes of Interaction:
E-mail, telephone, threaded discussion, chat room. . .
7. Start Date/Completion Date:
If different from Regular semester, give actual dates for course and include Exam schedule.
Must be updated each academic term.
8. Enrollment Dates:
Regular PAWS registration dates or list actual dates if different.
9. Enrollment Procedures:
Must be admitted to University, Graduate School for grad. level course, and meet Admissions time lines.
10. Course Prerequisites:
11. Special Enrollment Issues or Requirements:
Must have access to a home computer with a 28.8 modem, Internet Explorer, and access to the web through an Internet Service Provider (ISP).
12. Special Attendance Requirements:
State if student must come to campus at any time.
13. Access to Library and Learning Resources:
14. **Other** Considerations:
15. Course Cost:
Tuition and \$60 registration fee, total cost for Course.