

GLOBAL CAMPUS COURSE DEVELOPMENT APPLICATION FORM

Developing a quality online course requires a significant commitment of time and resources. Once the application is approved, the specific amount of time and resources will be determined before funding is decided.

Course Information

Subject Code/Catalog # (Example: HESC 1603)	
Course Title	
If this course is associated with a specific academic program(s), please list it (them) here	
Semester the course will be developed	Spring 2013 Summer 2013 (dropdown)
Semester the course will be offered online	Summer 2013 Fall 2013 (dropdown)
Course has been taught face-to-face	Yes <input type="radio"/> No <input type="radio"/>
Course rotation schedule	Fall <input type="radio"/> Spring <input type="radio"/> Summer I <input type="radio"/> Summer II <input type="radio"/> Other

Purpose or special need the course will fulfill
(e.g. part of a degree program, core curriculum, large-enrollment course, interdisciplinary course, etc.)

Course Overview

Additional Comments

Signature

Faculty member(s) to develop course

Name		Email address	
Department		Telephone	
Signature		Date	

Department Head or Chair

Name		Email address	
Department		Telephone	
Signature		Date	

Dean or Associate Dean

Name		Email address	
College/School		Telephone	
Signature		Date	

Submission Instructions

The Global Campus Course Development Application Form is a PDF document with drop-down menus, checkboxes and text fields. To complete the form, you will need, at a minimum, to have Adobe Acrobat Reader installed or downloaded (for free) on your computer. You can download Acrobat Reader for free at <http://get.adobe.com/reader/>. Applicants who complete the form using Adobe Acrobat Professional will experience more functionality, including the ability to sign and submit the document electronically.

Pick from four methods of submission, depending on the software you use and the delivery method you prefer.

- **Electronic submission (scan and email, using Adobe Acrobat Reader)**
Using Adobe Acrobat Reader, you can complete the application form and print it. Obtain approval and signatures from your department chair/head and dean. The dean's office can scan the completed, signed form and send it via email to the Global Campus electronically at online@uark.edu.
- **Electronic submission (email, using Adobe Acrobat Professional)**
If you have Adobe Acrobat Professional, you can complete the application form and sign it digitally. Save the form to your hard drive and attach it (with your sections completed and your digital signature) to an email to your department chair/head. Your department chair/head and, in turn, dean, can complete their sections, signing the form digitally. The completed form with all necessary digital signatures can be sent via e-mail to the Global Campus electronically at online@uark.edu.
- **Hand deliver**
Using Adobe Acrobat Reader, you can complete the application form and print it. Obtain approval and signatures from your department chair/head and dean. Bring the completed, signed form to the Vice Provost's office at Global Campus, GLBL 504, 2 East Center Street, Fayetteville, AR 72701. We are on the downtown Fayetteville Square, at the corner of East Center Street and North East Avenue, across the street from Arvest Bank.