

**Proposal for an Online Version of an Existing Undergraduate Course**  
**Department of English Language and Literature**

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To propose an online version of an existing undergraduate course — for example, an online course for Continuing Education — in the Department of English Language and Literature, you will need to do the following:

- a) Fill out the basic information on this form;
- b) Attach a detailed syllabus and schedule for the course;
- c) Attach a rationale for teaching the course in an online format, specifying how it will fulfill the outcomes of the course as traditionally taught despite its distinct structure and identifying the ways in which that structure might improve the course;
- d) Submit the form, as well as the appended materials, to the appropriate committees in turn;
- e) Obtain all of the signatures below in the sequence in which they are listed;
- f) If the course is affiliated with Continuing Education, the proposal will be sent to that program for final approval.

I. Your name: \_\_\_\_\_

II. Program with which this course will be affiliated: \_\_\_\_\_

III. Title, prefix, and number of course: \_\_\_\_\_

Requisite Signatures:

\_\_\_\_\_  
Chair of Program Committee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair of Curriculum Committee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chair

\_\_\_\_\_  
Date