Applications are accepted on a rolling basis. Email signed application to onlinesb@iusb.edu

Applicant Name ________________________________________________________________
Email ___________________________ Phone ___________________________
Department ______________________ College/School ___________________________

EXISTING FACE-TO-FACE COURSE DEVELOPING FULLY ONLINE

Course Number (e.g., CSCI-C 101) ____________________________________________
Course Title ________________________________________________________________

(Please make sure the number and title of course is consistent with the IU South Bend Bulletin).
Credit Hours ________ Average enrollment per section of face-to-face course _________
Maximum enrollment of face-to-face course _________
Offered: ☐ once per semester ☐ once per year ☐ every other year
Offered: ☐ Fall ☐ Spring ☐ Summer
Number of sections usually offered per semester __________
Fulfills general education requirements ☐ Yes ☐ No
Required within department(s) ☐ Yes ☐ No
If yes which ones? ___________________________________________________________

PROPOSED FULLY ONLINE COURSE

This course could be (check all that apply):

☐ IUOCC-eligible
☐ Added to courses in the Academic Master Plan and/or Strategic Plan
☐ Added as a course in joint degree program (degree program is ________________________
☐ Added as a course in joint regional campus agreement
☐ Required to meet academic unit goals and objectives.
☐ Is a course our students are taking at another IU campus.
☐ Other __________________________
The online course will be developed during (Semester) ____________ (Year) ______

The online course will be taught for the first time (Semester) ____________ (Year) ______

**SIGNATURES**

Signatures below indicate agreement among the faculty course developer, department chair/director and dean to transform the existing face-to-face course to a fully online course.

_________________________________________________________________________    ________________
Applicant   Date

_________________________________________________________________________    ________________
Department Chair / Director  Date

_________________________________________________________________________    ________________
Dean   Date

**WHERE TO SUBMIT AND WHAT TO EXPECT**

Please make a pdf copy of the application with all of the signatures and email to onlinesb@iusb.edu

Once the application is received it will route to the Online Course Development Grant Review Committee for recommendations, then to Academic Affairs for a final decision to approve or deny for grant funding. Applicant will be notified by email.

Funded applications will be contacted by UCET regarding the Memorandum of Understanding (MOU), requirements such as attending a course development seminar, using the Quality Matters framework and how to receive the grant stipend (detailed on Center for Online Education website). Stipends are subject to payroll tax deductions. All courses are subject to the Indiana University Intellectual Property guidelines.