

# Approval Form for Alternate Course Delivery Revision or Maintenance

Complete this form for courses currently approved and offered in an alternate delivery format (online or MM). Send the completed form to Distance Education and Educational Technology, Building 136, Room 144, or email to [Course.Support@ctcd.edu](mailto:Course.Support@ctcd.edu). Refer to the Faculty & Staff page of the CTC Distance Education and Educational Technology website at [http://online.ctcd.edu/faculty\\_staff.cfm](http://online.ctcd.edu/faculty_staff.cfm) for relevant definitions and procedures.

Course Rubric/Number: \_\_\_\_\_ Course Title: \_\_\_\_\_  
(i.e. ABCD1234) (i.e. Introduction to Learning)

Delivery Format Requested:  Online  Multimedia (CD and SD)  Other: \_\_\_\_\_

Anticipated Course Start Date\*: \_\_\_\_\_ Term: \_\_\_\_\_  
(i.e. mm/dd/yyyy or month-yyyy)

## Justification for Revision:

New **edition** of the Textbook  New Textbook being adopted  
 Other (please describe): \_\_\_\_\_

Name of Content Developer: \_\_\_\_\_

Contact Information: E-Mail \_\_\_\_\_ Phone \_\_\_\_\_

Master syllabus for this development is on file with Instructional Services:  Yes  No Master syllabus attached:  Yes  No

## Instructional Materials Information:

Title: \_\_\_\_\_ Edition / Year: \_\_\_\_\_

Author(s): \_\_\_\_\_ CTC Custom Edition:  Yes  No

Publisher: \_\_\_\_\_ ISBN: \_\_\_\_\_

Additional Resources (required): \_\_\_\_\_

Publisher/Edition/Year: Please Specify: \_\_\_\_\_  
(Examples: MML, Mastering Astronomy, iLrn, Connect, MHL, MITL, Course Cartridge)

Other: Please Specify: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

Request initiated by: \_\_\_\_\_

Department Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\* COMPLETED BY DISTANCE EDUCATION STAFF \*\*\*

BB Master Title/DE#: \_\_\_\_\_

Date entered in deBase: \_\_\_\_\_ Date Master Shell Created: \_\_\_\_\_ E-Text Available Online:  Yes  No

Date Books Requested: \_\_\_\_\_ Date Books Received: \_\_\_\_\_ Book Requested by Department:  Yes  No

IDM Approval (initial & date): \_\_\_\_\_ Design Team Assigned: \_\_\_\_\_ / \_\_\_\_\_ Secondary ID/CD Assigned: \_\_\_\_\_ / \_\_\_\_\_