



**Online Learning Course Development Proposal Form:
Online| Hybrid| Blended courses for courses to be offered in Winter or Spring 2027**

To ensure quality and compliance, the Office of Online Learning requests that you complete this course development proposal if you plan to teach a **new** Online, Hybrid, LOL, or Blended course for the first time in the proposed instructional modality. A course taught in that modality by another instructor does not exclude you from completing a proposal form.

[Online Teaching Academy Faculty Guidelines & FAQ's](#)

Please complete this form and obtain authorization from the Program or Department Coordinator (if any) and the Division AVP. Only completed forms will be reviewed.

Please submit the completed form to Donna Simiele, D-106-C, or email it to dsimiele@niagaracc.suny.edu. You will be notified via your college email whether your proposal has been approved.

Name: _____ Contact Phone #: _____ Division: _____

Please complete the chart below.

Course Title	Prefix & Number (e.g., BUS101)	Format (Online, Hybrid, LOL, or Blended)	Semester(s) to be offered

Notes: If you have an idea for how your course will run but are not sure how the course should be coded in Banner Web, add the information here or in a separate document:

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- ☐ If you have a current certificate or dates of completion for training through our Online Teaching Academy (Optimizing Digital Learning or Hybrid training programs) or through SUNY within the last two years, please provide a copy with this form.
 - ☐ If you have completed an online course observation of a current online, hybrid, or blended course within the last two years, please include a copy with this form.
 - ☐ If you have a certificate for meeting the OSCQR or Similar Quality Design standards within the last two years, please include a copy with this form.

Program Coordinator Signature (signatures may be electronic) Date

Department Dean

Date
