

Appendix 5

Approval Request for WMHA

Purpose:

This form initiates and tracks the initial approval process for new WMHA proposals. Each section must be completed in order and by the appropriate role. The Developer/Redeveloper (hereafter referred to as the Author) initiates the form after consultation with the Department Dean.

SECTION 1: WMHA Proposal Initiation (Author)

Full Name: _____

☐ Developer

☐ Redeveloper

Department Dean _____ Email: _____

Course Title: _____

Course Prefix and Number: _____

Delivery Method and/or Defining Characteristic (Check all that apply):

☐ Online

☐ Hybrid

☐ On-ground

☐ OER

☐ Accelerated

☐ Other Explain: _____

Summary of Course Purpose, Rationale, and Need (max 500 words): _____

Attach Rationale Document here (PDF only)

☐ I certify the above information is complete. [form routes to Department Dean]

Author Signature: _____

Date: _____

SECTION 2: Department Dean Review

Attach Meeting Notes or Email here documenting Department Faculty Approval (PDF only)

☐ Department Faculty have approved the request

☐ Department Dean approves the request [form routes to VPAA]

Signature of Department Dean: _____

Date: _____

SECTION 3: VPAA Verification

☐ Request contains all required elements: [form routes to EVPAA]

☐ Request does not contain all required elements: [Form routes to Department Dean]

VPAA Signature: _____

Date: _____

SECTION 4: EVPAA Final Decision

Final Approval Decision:

☐ Approved [Form routes to Office of Academic Technology for creation of WMHA]

☐ Not Approved [Form routes to Department Dean]

Comments: _____

EVPAA Signature: _____

Date: _____