

# COEPS Incentive Request Form

Directions: Please refer to Distance Education Fee Use Policies for requesting funds with this form. Instructors, please fill out Part I and forward to Department Chair/Supervisor. When complete, please forward to the Dean's office.

## **PART I: TO BE COMPLETED BY INSTRUCTOR** (choose A, B, C, or D)

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Department: \_\_\_\_\_

### **A. Online course development incentive**

Title and brief description of course:

Number of credits: \_\_\_\_\_ Amount requested (see policy for guidelines): \_\_\_\_\_

Date work will begin (50% payment): \_\_\_\_\_ Expected date of completion (50% payment): \_\_\_\_\_

Why are you requesting funding/additional information:

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### **B. First time teaching online incentive** (request due 3 months prior to start of instruction)

Title of course: \_\_\_\_\_

Number of credits: \_\_\_\_\_ Amount requested (see policy for guidelines): \_\_\_\_\_

Semester or dates course to be taught: \_\_\_\_\_

### **C. Online Quality Incentive** (request due 3 months prior to start of instruction)

Title of course: \_\_\_\_\_

Date of quality certification training approval: \_\_\_\_\_ Quality Matters Approved? \_\_\_\_\_

Other approval process (describe): \_\_\_\_\_

Semester or dates course to be taught: \_\_\_\_\_ (please notify Dean's office each time course will be taught).

### **D. Online Course Large Class Size Incentive** (request due at end of first week of class)

Title of course: \_\_\_\_\_

Enrollment: (undergraduate) \_\_\_\_\_ Enrollment (graduate) \_\_\_\_\_

Amount requested (see policy for guidelines): \_\_\_\_\_

## **PART II: TO BE COMPLETED BY DEPARTMENT CHAIR/SUPERVISOR**

Your name: \_\_\_\_\_ Email: \_\_\_\_\_

Department: \_\_\_\_\_

I approve the above request (yes/no): \_\_\_\_\_

Comments on how this will assist our department/college/university in its goal to achieve high-quality online learning:

**PART III: TO BE COMPLETED BY DEAN OR DESIGNEE**

This request is approved: \_\_\_\_\_

This request is denied (reason): \_\_\_\_\_

A. Course Development -- Total amount approved: \_\_\_\_\_

a. Date of first payment: \_\_\_\_\_

b. Date of remaining payment (estimated): \_\_\_\_\_

c. Follow-up needed/notes: \_\_\_\_\_

B. First Time Online – Total amount approved: \_\_\_\_\_

a. Date of payment: \_\_\_\_\_

b. Follow-up needed: \_\_\_\_\_

C. Online Quality – Total amount approved: \_\_\_\_\_

a. Date of payment: \_\_\_\_\_

b. Follow-up needed: \_\_\_\_\_

D. Online Course Large Class – Total amount approved: \_\_\_\_\_

a. Date of payment: \_\_\_\_\_

b. Follow-up needed: \_\_\_\_\_

Notes: