**ATU Conversion/Revision of Course Request Form**

Please email this completed request form to Mark Mitchell at [dmitchell@atu.edu](mailto:dmitchell@atu.edu)

by Friday, September 30th, 2022.

1. Name:
2. Email:
3. Course Prefix, Number:
4. Title of Course:
5. Please select one of the following that you propose to do:

Convert Face-to-Face or Online Course to Hyflex Course

Convert Face-to-Face Course to Online Course

Online or Hyflex Course Updates/Modifications

Convert 15-week Hyflex or Online course to 8-week or shorter.

1. What is the approximate number of sections offered for the course during an academic year? (fall, spring, summer)
2. What is the approximate number of students enrolled in the course during an academic year? (fall, spring, summer)

Note: Faculty with any awarded development opportunity must submit their course development to the Instructional Design Team by Friday March 3, 2023 so that evaluation, revisions, approval, and final review are completed by May 1, 2023. The deadline is necessary so that compensation is delivered before the close of the fiscal year. The terms of the contract must be met to receive the full amount of each stipend.

Upon approval for course development or redesign, the faculty developer will complete a contract and begin working with a member of the Instructional Design Team.