

Electronically-Delivered Course Proposal, Pt. 2: Approval to Deliver (Final Approval)

UNT Faculty who wish to develop a course for electronic delivery must receive approval through a two-part process that includes an approval to develop the course (Part 1) followed by an approval to deliver the course (Part 2). Within a month prior to submitting Part 2, the instructor should request a quality review of his or her course by a [CLEAR Instructional Consultant](#). For more detailed information about the approval and quality review process, go to <http://clear.unt.edu/online-course-approval>.

Request to DELIVER an Electronically-Delivered Course

Course Developer Information

Name	EMPLID
Phone number	Email

Course Information

Course Prefix and Number:

Course Title:

Request to DELIVER an Electronically-Delivered Course (Final Approval)

Course Design and Delivery Plan

1. As the faculty member, do you affirm that the following good teaching practices have been met in the design and delivery of this course:

- The course is complete. Yes ___ No ___
If no, please give status and timeline for completion:
- The course results in learning outcomes appropriate to the rigor and breadth of the degree or certificate awarded. Yes ___ No ___
- The course incorporates ADA standards and complies with institutional policy regarding accessibility in online and hybrid courses. Yes ___ No ___

Students are more likely to be successful in online courses when they have accurate information available prior to registration regarding expectations for participation in on-campus meetings and activities, therefore:

- Any mandatory on-campus class meeting dates (e.g., course orientations, on-campus exams, lectures, or discussions) are published in the Schedule of Classes and all other resources used to recruit students. Yes ___ Not Yet ___ No mandatory on-campus class meetings ___
- Students can complete all learning activities and may access all required materials without physically visiting the institution offering the course. Yes ___ No ___ If not, information about campus-based requirements (e.g., participating in learning activities and accessing materials) is published in all resources used to recruit students. Yes ___ Not Yet ___

6. Describe how students are provided with opportunities to offer feedback regarding the course during the term. *This should be in addition to final course evaluations, e.g., SETE.*

7. How has the course instructor prepared for teaching in the online learning environment? List any training or professional development opportunities that have prepared the instructor(s) for teaching online:

I affirm the information I have provided is accurate and complete and I understand that final approval to deliver this course is contingent upon completion of a quality review and the successful completion of any revisions that are required to meet minimum quality standards.

Faculty Member (Digital or Handwritten Signature/Date)

Submitting Part 2

Instructions: If form has been signed with electronic signature, you may submit electronically by clicking the submit button.

If printed and hand signed, send to CLEAR at Chilton Hall 112, attention: Jane Himmel, Associate Director.

Quality Review (for office use only)

The University of North Texas subscribes to Quality Matters™, a not-for-profit subscription service providing tools and training for quality assurance of online courses. Instructional consultants in the Center for Learning Enhancement, Assessment, and Redesign (CLEAR) have been trained to use the Quality Matters™ rubric in conducting internal reviews of online and blended learning courses.

- An instructional consultant has conducted a review of this course using the Quality Matters™ rubric and certifies the course design meets minimum quality standards. See Appendix A for any suggested revisions.

If the course does not meet minimum quality standards using the Quality Matters™ rubric, you will receive an email with Appendices A and B providing both suggested (if applicable) and required revisions for the course designer to implement. Once required revisions are completed, *the course must be re-submitted for review using an updated Part II, Request for Approval to Deliver (Final Approval) or the provisional approval will be suspended.*

Instructional Consultant (Signature/Date)

Administrative Requirements Checklist (for office use only)

- Part 1: Approval to Develop has been submitted.
 The course meets minimum quality standards for electronically-delivered courses.
 An IP agreement has been filed.

Signature of CLEAR Representative Certifying Final Approval