

### Electronic Course Approval & Delivery Process

The process outlined in this document will help ensure that UNT Dallas fulfills the requirements of THECB and SACS and that UNT Dallas employs best practices and standards in distance learning. This process is applicable to UNT Dallas courses, as follows

- If 49% or more of the course will be delivered online, the complete process is required
- If 30%-49% of the course will be delivered online (Fall/Spring approximately 9 classes conducted online), steps 1, 2, and 5 are required
- If less than 30% of the course will be delivered online, check with your academic program for requirements

The steps are as follows:

1. Faculty Member requests permission to develop electronic course from their academic program. Faculty member submits signed form to DLIT
2. DLIT *and* faculty member review and document quality of existing course using the UNT Dallas defined standards and *THECB Principles of Good Practice*
3. Faculty member and DLIT employees devise and document plan for addressing necessary standards.
4. DLIT *and* faculty member document quality of revised or final course using the UNT Dallas defined standards and *THECB Principles of Good Practice*
5. The faculty member requests and receives permission to deliver electronic course from their academic program.

**Course Development Form**

**Request to DEVELOP an Electronically Delivered Course**

<b>Course Developer Information</b>		
Name	EMPLID	
Phone number	Email	
College/School	Department	
<b>Course Information</b>		
Course Prefix and Number:		Credit Hours:
Course Title:		Term to be first offered:
<input type="checkbox"/>	This course is in the existing UNT Dallas Course Inventory	Expected annual enrollment: _____
	If not, when is it scheduled to be approved?	Number of Instructors:
<b>Proposed Format</b>		
<input type="checkbox"/>	Fully online--A course in which mandatory face-to-face sessions total no more than 15% of the instructional time. Examples of face-to-face sessions include orientation, laboratory, exam review, or an in-person test. (This definition is based on THECB definitions for distance learning.)	
<input type="checkbox"/>	Hybrid/Blended Course--A course in which a majority (more than 50%, but less than 85%), of the planned instruction occurs when the students and instructor(s) are not in the same place.	

**Request for Approval to Develop**

I hereby request approval to develop an electronically-delivered course. I understand that this course is being developed within the scope of my employment. Since the course is being developed within the scope of my employment, UNT Dallas owns the course as outlined in Intellectual Property Rights policy ([see policy 8.001](#))

**Approvals (signatures required)**

Printed Name	Signature	Date	Faculty Member
Printed Name	Signature	Date	Program Chair, Assoc. Dean, or Dean
Printed Name	Signature	Date	Director of DLIT

**Course Delivery Form**

**Request to DELIVER an Electronically Delivered Course**

**Course Delivery Plan**

1. \_\_\_\_\_ The instructor of record affirms that the following good teaching practices have been met in the design 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 \_\_\_\_
  - 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 \_\_\_\_ No \_\_\_\_
  - 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 \_\_\_\_ No \_\_\_\_
  - The course incorporates ADA standards and complies with institutional policy regarding accessibility in online and hybrid courses. Yes \_\_\_\_ No \_\_\_\_
  
2. \_\_\_\_\_ 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. I have retained a copy of the fair use checklist for each copyrighted work. This will help establish "reasonable and good faith" attempt at applying fair use should any dispute regarding such use arise.

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Faculty Member (printed name)

Signature

Date

**Quality Review (for office use only)**

- \_\_\_\_\_ has conducted a review of this course and certifies the course design meets minimum quality standards. See Appendix A for any suggested revisions.
  
- \_\_\_\_\_ has conducted a review of this course and has identified quality standards that are not currently met. Appendices A and B (attached) provide both required and suggested revisions for the course designer. Once revisions are complete, the course should be re-submitted for review.

Instructional Consultant (printed name )

Signature

Date

**Administrative Requirements Checklist (for office use only)**

- The course meets minimum quality standards for electronically-delivered courses.
- The course has been listed in the schedule of classes.
- The course has been listed in the UNT Dallas catalog.