

Electronically-Delivered Course Proposal, Pt. 1: Approval to Develop (Provisional Approval for Delivery)

A course in which a majority (more than 50 percent) of the instruction occurs when the student(s) and instructor(s) are not in the same place and the primary mode of delivery is electronic is considered an electronically-delivered course. 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).

Once Part 1 is completed, provisional approval to deliver the course is automatically granted until two weeks prior to the first date of registration for an upcoming semester. This allows the course to be listed in the *Schedule of Classes* and any necessary fees to be attached. However, if Part 2 is not completed by this deadline, the provisional approval is suspended and as a result the course will be closed for registration by the Registrar's Office and cannot be delivered in the requested semester.

Request to DEVELOP an Electronically-Delivered Course (Provisional Approval)

Course Developer Information

Name	EMPLID
Phone number	Email
College/School	Department

Course Information

Course Prefix and Number:	Credit Hours:
Course Title:	Term to be first offered:
<input type="checkbox"/> This course is in the existing UNT course inventory.	Expected enrollment annually:
<input type="checkbox"/> If not, when is it scheduled to be approved?	Number of teaching assistants assigned to this course (if any):

Format

<input type="checkbox"/>	Fully online--A course which may have mandatory face-to-face sessions totaling no more than 15 percent of the instructional time. Examples of face-to-face sessions include orientation, laboratory, exam review, or an in-person test. (This is based on THECB definitions for distance learning.)
<input type="checkbox"/>	Hybrid/Blended Course--A course in which a majority (more than 50 percent but less than 85 percent), of the planned instruction occurs when the students and instructor(s) are not in the same place.

Development Plan*

On the next page, please provide a detailed description of your development plan that includes these elements:

- a timeline for development
- anticipated course production needs (video, learning objects)
- training and/or professional development needs

*A CLEAR instructional consultant can assist you with this plan. Visit <http://clear.unt.edu/go/IC> to retrieve the contact information for the instructional consultant assigned to your department.



Development Plan* (Enter N/A if the course has already been developed. Indicate if you plan to incorporate any publisher content.)

Request for Approval to Develop (Provisional Approval for Delivery)

I hereby request approval to develop an electronically-delivered course. I understand that the course will be listed in the schedule of classes, but will not be opened for registration unless Part 2: Approval to Deliver (Final Approval) has been completed and a satisfactory course review conducted by CLEAR no later than two weeks prior to the first date of registration for an upcoming semester in order to ensure that:

- The course meets minimum quality standards for electronically-delivered courses.
An IP agreement has been filed.

If you have not scheduled a course review at least six months prior to the first semester the course is planned for electronic delivery, a representative from CLEAR will contact you and your chair. If it is within six months prior to the first semester the course is to be offered, approval is conditional based on establishing a reasonable timeline for completion with CLEAR.

Faculty Member (Signature/Date Required)

Approvals (Digital Signature/Date Required)

Department Chair

(Signature/Date)

Dean

(Signature/Date)

Director, CLEAR (or designee)

(Signature/Date)

Instructional Consultant Assigned:

Name and Phone Number

Instructions: If form has been signed with digital signatures, you may send this document electronically by clicking the submit button below:

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