Policies of the University of North Texas	Chapter 06
06.030 Review and Approval of Online Courses and Programs	**Faculty Affairs**

Policy Statement. UNT promotes high-quality online instruction and ensures compliance with state, federal, and accreditation requirements. This policy establishes the review and approval process for online courses and programs.

Application of Policy. Total University.

Definitions.

1. Fully Online Course. "Fully online course" means a course section that 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.

2. Hybrid/Blended Course. "Hybrid/Blended course" means a course section 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 and the instruction is electronically-delivered.

3. Online Course. "Online course" means a course section 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 instruction is electronically-delivered.

4. Online Degree or Certificate Program. "Online degree or certificate program" means a program in which a student may complete a majority (more than 50 percent) of the credit hours required for the program through online courses.

Procedures and Responsibilities.

I. Procedure for Approving Online Courses.

    A. The Office of the Provost is responsible for the review and approval of online courses and for maintaining an inventory of courses approved for online delivery.

    B. Courses proposed for online delivery must be in the institution's course inventory.

    C. A faculty member in consultation with their department chair, must receive provisional approval by the Office of the Provost prior to listing any online course in the Schedule of Classes.

    D. A faculty member in consultation with their chair, must receive final approval by the Office of the Provost before any online course is opened for registration. Final approval requires the completion of a successful quality review for instructional

design to ensure that the course meets online instructional design standards, in accordance with the Texas Higher Education Coordinating Board (THECB) Principles of Good Practice for Academic Degree and Certificate Programs and Credit Courses Offered Electronically. The deadline for completing the approval process is the date students begin early registration for the semester in which the course is offered. In the event a faculty member does not successfully complete course development by the specified deadline, the chair will either find a suitable faculty member to successfully complete the course development, or remove the course from the schedule of classes until the course is complete and meets online course design standards for offering in a subsequent semester.

E. After approval, the department chair ensures that online courses are reviewed for instructional design quality on a 3-year cycle.

<u>Responsible party</u>: Faculty, chair, Office of the Provost

II. <u>Procedure for Approving Undergraduate and Graduate Online Programs</u>.

A. The Office of the Provost is responsible for approving online degree and certificate programs and maintaining an inventory of all programs approved for online delivery.

B. Programs proposed for online delivery must be in the institution's approved program inventory or the appropriate university authority must be actively seeking approval as a new program through the appropriate sources. At the institution-level, the dean must seek curriculum committee approval. At the university-level, the Office of the Provost must seek Board of Regents and THECB approval.

C. The proposing department should work with the Center for Learning Enhancement Assessment and Redesign (CLEAR) to prepare a program proposal that provides evidence that the program can be successful, and addresses the THECB Principles of Good Practice for Academic Degree and Certificate Programs and Credit Courses Offered Electronically. This process should begin at least nine (9) months before the program is offered, but additional time will be allowed for programs that require Board of Regents and/or THECB approval.

D. Doctoral-level programs that include more than four (4) online courses must receive approval by the THECB.

E. The Office of the Provost is responsible for coordinating with the Southern Association of Colleges and Schools Commission on Colleges liaison and the THECB liaison to fulfill notification and/or additional approval requirements. The Office of the Provost reports periodically to the president, chancellor, and Board of Regents regarding the programs approved for online delivery.

<u>Responsible party</u>: Faculty, chair, dean, Office of the Provost

References and Cross-references.

Approval of Distance Education Courses and Programs for Public Institutions, Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter P

THECB Principles of Good Practice for Academic Degree and Certificate Programs and Credit Courses Offered Electronically

Forms and Tools.

Approval Forms for Online Course
Approval Forms for Online Program

Approved: 2/99
Effective:
Revised: 6/03; *4/2011; 10/19/2016
Reviewed with no change; formatted.