

## **Requirements for Preparation and Approval of Courses for Online Delivery**

This document describes procedures required when converting a face-to-face course for online delivery. The procedures described here should also be employed in the routine review of existing online courses. These procedures provide both course developer guidelines and Department Head/Chair responsibilities.

### **Compliance Requirements**

When developing a new online course or reformatting an existing face-to-face course for online delivery, UNC Greensboro must comply with two sets of standards: The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) “Distance and Correspondence Education Policy Statement” and the “Interregional Guidelines for the Evaluation of Distance Education” developed by the Council of Regional Accrediting Commissions (C-RAC). In addition, all UNC Greensboro online courses must comply with the Quality Matters Rubric Standards.

To this end, the Office of Academic Affairs has designed compliance checklists to ensure that UNC Greensboro and its academic units comply with these mandatory and best practice procedures. Listed below are the requirements applicable to the course developer and Department Head/Chair.

### **Checklist for the Course Developer or Instructor**

- Complete and sign the [Quality Matters Checklist](#). This checklist provides guidelines to determine where and how Quality Matters Standards are met.
- Submit completed and signed Quality Matters Checklist to Department Head or designee.

### **Checklist for the Department Chair or Designee**

- Receive the Quality Matters Checklist from the course developer; review, and sign.
- Review, complete, and sign the [C-RAC Guideline Checklist](#).
- Submit both checklists electronically via the [CIM course form](#).