Proposal Cover Sheet for New Online Courses

About the Online Course Review Committee (HCRC) Review Process:

The purpose of the evaluation process for Online courses is to assure a consistent level of quality in The University of Tampa Online courses. This evaluation process was established because of the level of institutional support associated with Online course development and because of the public presentation of these courses. The HCRC review process of Online courses does not include content. **Therefore, Online course offerings should be reviewed by the academic department when development is complete. The submission of this signed form will initiate the final evaluation by HCRC**. NOTE: This form must be submitted BEFORE the HCRC will initiate a review of your course.

By submitting this form, you also are giving us permission to make a duplicate copy of your Blackboard course for review purposes only. No content will be removed or copied from your course for any reason.

About your proposed Online Course
(all fields below are required):

Developer's Name:	
College:	
Department:	
Email:	
Phone:	
Course Name and Course number:	
Is this a New Course (Yes/No)?	
If yes, has the course been approved by the Curriculum Committee (Yes/No/NA)?	
Credit Hours (For 2 credit hours: min f2f hours, 12.50; For 3: min f2f hours, 18.75; For 4: min f2f hours, 25.00):	
Face-to-Face (f2f) Contact Hours:	
Virtual/Online Contact Hours:	
Total Contact Hours (NOTE: f2f and Virtual/Online Contact Hours should equal TOTAL Contact Hours.):	

The review by the academic department can occur by whatever means the academic unit establishes, but the review should not be conducted by the developer of the course.

By signing below, we certify the academic department has reviewed the contents of the course, which is being proposed for Online delivery. We affirm that the proposed Online form of the course meets the content and quality requirements of the academic department, and has the approval of the academic unit to be offered as the same class taught in the traditional way.

Department approval signatures:

Submitting Developer's Signature:		Date:
Department Chair's Signature:		Date:
College Dean's Signature:		Date: