GLOBAL CAMPUS COURSE DEVELOPMENT APPLICATION FORM

Thank you for providing the information needed to start developing or rebuilding your proposed online course(s). This form will help streamline the development approval process. Please complete all fields, obtain all signatures (page 2), and send the completed form to globalcampus@uark.edu for processing.

We are here to help you. Email us at globalcampus@uark.edu if you have questions or suggestions about the form or the approval process. **We look forward to working with you!**

Course Information

Subject Code/Catalog #: *(Example: HESC 1603)*	
Course Title:	
Development Type:	New ◯ Rebuild* ◯
Online program the course is associated with (if any):	
Semester the course will be developed:	Choose a semester _____ Choose a year
Semester the course will be offered online:	Choose a semester _____ Choose a year
Instructor for the initial delivery of new/rebuilt course:	
Course Rotation Schedule:	FA ☐ SP ☐ SU I ☐ SU II ☐ Other ☐
Enrollment Capacity:	
Course Credits:	Course Credit Hours
Course Length:	

*Rebuild: Complete re-development of an existing online course beyond routine updates and revisions

We often receive more applications than we can accept. To help us prioritize, please explain how online delivery of this course best serves students.

Check all that apply   *Specify*

☐ Course is required for an online program

☐ Course is an elective for an online program

☐ Course is a pathway for students to enroll in a U of A program

☐ Course is offered through consortium (e.g. AG*IDEA ACCEPtS)

☐ Online delivery will make course available to off-campus students (e.g. those employed off-campus or serving internship)

☐ Instructor is uniquely qualified but located off-campus

☐ Rebuild of an existing online course

☐ Other

Additional Comments (optional)

Signatures

Department Head or Chair:

Name		Email	
Compensation	◯ Development In-load (No compensation) ◯ Extra Compensation (The faculty member is eligible for extra compensation/Summer Pay.) ◯ Other _____		
Copyright	◯ Course Development under Category II of the Copyright and Distance Learning Board Policy ◯ Course Development under Category III of the Copyright and Distance Learning Board Policy ◯ Course Development under Category IV of the Copyright and Distance Learning Board Policy		
Signature		Date	

Faculty Developer(s):

Name		Email	
Compensation	☐ Please check here to acknowledge that you are within the 20% of salary rule if Extra Compensation is approved. Please confirm with your HR		
Signature		Date	

Dean or Associate Dean:

Name		Email	
Signature		Date	

Compensation

The compensation will be transferred to the college/school when the following criteria and expectations are met.

Part I – Course Development/Rebuild:
- ALL course components fully developed
- Collaboration with the Global Campus instructional designers throughout the development process
- Certification by the Global Campus Instructional Design team that the course meets Quality Matters standards

Part II – Evaluation & Revision:
- Revision of the course after the initial delivery
- Course Document created in Blackboard for future instructors and offerings
- Revised Blackboard course archived in a designated place

Copyright Policy

Courses and/or all individual assets/modules/materials developed are subject to the Copyright and Distance Learning Board Policy of the University of Arkansas. Unless otherwise stated, the courses and/or assets/modules/materials are developed with the understanding that the copyright and license rights conform to Category II, Category III or Category IV of the Board of Trustee's policy.

Accessibility

In Board Policy 280.1, the Board of Trustees of the University of Arkansas adopted the Worldwide Web Consortium Content Accessibility Guidelines. The guidelines and success criteria for WCAG 2.0 are organized around the principles that web content be perceivable, operable, understandable, and robust enough that it can be interpreted reliably by a wide variety of users, including those with assistive technologies. Faculty developers will collaborate with instructional designers to create course materials accessible to all students, regardless of ability.

Delivery Approval Instructions

If the course you are submitting for online development has not been approved for an "online/web-based" delivery method, please submit a course change request through the CourseLeaf system. You can also use CourseLeaf to check the approved delivery methods of your course(s).