ONLINE COURSE APPROVAL INFORMATION & DEADLINES

Effective Term	Checklist Submission Deadlines
Spring 2018	October 13, 2017
Summer 2018	March 9, 2018
Fall 2018	March 9, 2018

Converting a Face-to-Face Course to Online Delivery
> See: *Requirements for Preparation and Approval of Courses for Online Delivery Checklist*

Creating Brand New Online Courses
1. Complete the process to establish a new course *Form A: New or Amended Course Proposal*.
2. Following approval, submit the checklists for online course delivery: *Requirements for Preparation and Approval of Courses for Online Delivery Checklist*.

Obtaining UNC-GA Authorization for programs offering 50% or more of credits online
> See: *Request to Deliver an Existing Degree Program-New Delivery Mode or Site*.

Please Note: Submitting requests to move a course online that would cause a program to exceed the 50% threshold could be delayed pending UNC-GA authorization of the program.

For more information regarding:	Contact:
Online Course Authorization	Jana Walser-Smith State Authorization Compliance Officer UNCG Online (336) 315-7789 stateaut@uncg.edu
Online Program Authorization	Jodi Pettazzoni Director of Assessment and Accreditation and SACSCOC Liaison (336) 334-5535 jepettaz@uncg.edu
Posting a course to UNC Online (System)	Bernadette Morris Deputy University Registrar University Registrar's Office (336) 334-5946 bmmorri2@uncg.edu
Posting a program to UNC Online (System)	Kelly Paul Assistant Director of Marketing UNCG Online (336) 315-7383 krpaul@uncg.edu