# Course Approval Process

<table>
<thead>
<tr>
<th>Step</th>
<th>Criteria</th>
</tr>
</thead>
</table>
| 1: Course Developer | - Completes final evaluation of course – edits  
- Conducts Self-Evaluation of the Course using the [Self Evaluation and Peer Form](#)  
- Adds Online Faculty Mentor (OFM) and Department Chair to the course utilizing the [Add a User Request Form](#)  
- Emails the self-evaluation to the assigned OFM to begin the review process. |
| 2: OFM | - Reviews the self-evaluation, conducts the peer review (using the [Peer Review Form](#))  
- Shares the review with the course developer.  
- Communicate with Instructional Designer if needed. |
| 3: Course Developer & OFM | - Course Developer has the opportunity to make revisions based on OFM recommendations.  
- OFM reviews course changes for possible re-rating of sections affected, if needed.  
- OFM submits final Peer Review Form to [MTSU Online Faculty Services](#). |
| 4: MTSU Online Faculty Services | - Course review and approval - Peer Review and Course Approval forms to the appropriate department chair/school director. Completed by MTSU Online Faculty Services. |
| 5: Course Developer's Department | - Chair/school director reviews the course development.  
- Signs Course Approval Form to either approve or not approve the course for delivery. Modification instructions must be included for non-approved courses.  
- The signed original Course Approval Form or a scanned/signed copy must be sent to MTSU Online Faculty Services. |
| 6: MTSU Online Faculty Services | **Approved Courses:**  
- MTSU Online Faculty Services adds the approved course to the Approved Distance Courses inventory.  
- Backs up the course content onto a private server in the MTSU Online Faculty Services Office for security and archival purposes.  
- Emails the Scheduling Center that the course developer’s department/school may add the course to the target semester schedule.  
- Completes a pay document to compensate the course designer per the fee noted in the development agreement.  
- Emails the course developer that the pay document has been completed. **Non-approved Courses:**  
- Modification instructions (determined by the chair/director) are sent to the course developer by MTSU Online Faculty Services. |
<table>
<thead>
<tr>
<th>Step</th>
<th>Criteria</th>
</tr>
</thead>
</table>
|      | o When revisions are complete, the revised Peer Review Form is sent by the course developer to the OFM for a final review, if required. If the OFM has indicated that another review is not necessary, the final Peer Review Form is sent to MTSU Online Faculty Services by the OFM.  
|      | o MTSU Online Faculty Services sends the final Peer Review Form and the Approval Form to the Chair/School Director.  
|      | o When the course is approved, the instructions for Approved Courses above apply. |
| 7: Departments | o Adds course to the semester schedule.  
|      | o Schedules meeting rooms if necessary. |
| 8: Course Developer | o Receives development fee usually within eight (8) weeks of course approval (if Online/Hybrid Course Development Agreement is approved and on file in MTSU Online Faculty Services)  
|      | o Teaches the course in the target semester.  
|      | o Serves as the lead designer of the course for the term of the three-year contract, the duties of which include:  
|      | a. Updating master shell each semester as necessary  
|      | b. Familiarizing other professors with instruction of the course and assisting in updating welcome page, contact information, and calendar  
|      | c. Sharing and uploading course for sectional instructors  
|      | d. Working with department to obtain textbooks and other course materials and schedule the course |