

Content Sign-Off for Online Asynchronous Course During Periodic Review Process

All online courses using Blackboard as the learning management system undergo a periodic review according to a [defined schedule](#). OIT beta tests the course for design and best practice compliance and the department reviews the course for adherence to departmental standards and rigor.

The course below has passed the beta test for design, inclusion of best practices for electronically delivered courses, and accessibility for students with disabilities. It is ready for department review.

Date: _____

Course: _____

Shell: _____

Faculty Teaching: _____

Department Chair or designee: Review and initial the items below indicating department approval. If any area does not meet department standards, please work with the course designer to make required changes. Return with initialed items and department signature when all areas have received department approval.

_____ The beta test has been reviewed and all items requiring department determination have been addressed and meet department approval.

_____ The course learning objectives are consistent with department standards.

_____ The course content meets department standards for rigor.

_____ The resources provided meet department approval.

_____ All applicable General Education and program assessments are included.

Department Chair or designee / Date: _____