

## Request to Develop a Distance Education Course

Use this form to request approval for the development of a course to be offered in an online format through SHSU Online.

**Process**

- 1) **Before submitting this form:** Please follow your academic department’s internal process for requesting approval for a course(s) to be taught online, either fully or partially online.
- 2) **Submitting this form:** Complete the form in its entirety and collect the necessary signatures from your academic department before sending to SHSU Online.
- 3) **After submitting the form:** Once you send in the form, copies of the form, as well as an announcement of approval will be sent to the originating academic department and the Registrar’s Office. Please be sure both pages of the form are attached in your submission.

<b>College</b> _____	<b>Department</b> _____	<b>Program of Study</b> _____
<b>Level (circle one)</b> Graduate      Undergraduate	<b>Course Prefix &amp; Number</b> _____	<b>Course Title</b> _____
<b>Semester/Year of targeted delivery</b> Fall _____ Spring _____ Sum I _____ Sum II _____	<b>Will this course require use of iTV?</b> If so, please complete the iTV request form in lieu of this one.	<b>Will this course be a correspondence course?</b> Yes                      No
<b>Instructor/Requestor Name</b> _____	<b>Date of Request</b> _____	<b>Instructor/Requestor Contact Info</b> Email: _____ Phone: _____

### Signatures for Approval

<b>Instructor/Requestor</b>		Date:
<b>Department Chair</b>		Date:
<b>College Dean</b>		Date:

**Once the above signatures have been collected, send in the form to the SHSU Online Office.**

<b>1) Scan &amp; Email</b> You may scan this form and email it to <a href="mailto:trina@shsu.edu">trina@shsu.edu</a> . <b>OR</b>	<b>2) Campus Mail</b> You may send this form via Campus Mail to SHSU Online/ DELTA, Box 2060.
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Once the form has been submitted to SHSU Online, it will be processed through the Provost’s Office. Copies of the form, as well as announcement of approval, will be sent to the originating academic department and the Registrar’s Office.

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**Terms and Conditions of the SHSU Course Development Process**

- 1) A fully online, or partial online SHSU course must meet quality standard guidelines as outlined in the SHSU Online Course Development Guide. Contact SHSU Online, or see your instructional designer for a copy.
- 2) A fully online, or partial online SHSU course must be developed in the current version of Blackboard Learn, the official Sam Houston State University Learning Management System.
- 3) Materials developed for fully online, or partial online SHSU courses will be co-owned by the University (SHSU), **and** the Instructor. The University retains the right to use the course and all of its materials for the purpose for which they were developed. (TSUS Rules & Regulations, Chapter III, Section 11.3)
- 4) A fully online, or partial online SHSU course developed and approved for use in the institution's core curriculum must address at least three of the Core Objectives, mapped to specific Foundational Component Areas as outlined in by the Texas Higher Ed Coordinating Board Visit **THECB** for more information.
- 5) SHSU Online Instructional Designers are appointed to every College to assist in the course development process. Additionally, the SHSU Online Support Desk provides technical support for all SHSU fully online, and partial online courses.

**SHSU Online Support Desk**

Phone: 936.294.2780 | Email: [online@shsu.edu](mailto:online@shsu.edu)

Monday - Friday  
24HRS

Saturday  
7 a.m. - Midnight

Sunday  
1 p.m. - Midnight

**↓ To be completed by SHSU Online ↓**

Executive Director, Online		Date:
Provost and Vice President for Academic Affairs		Date: