

## Course Approval Process for Hybrid Courses at SHSU

At SHSU, we support innovation in course delivery while maintaining the integrity of academic program delivery. To this end, we have established approval processes for transitioning courses to hybrid formats:

### Hybrid Course Approval

Courses moving from face-to-face to hybrid formats receive near-immediate approval. This expedited process allows faculty to quickly adopt flexible delivery methods, ensuring that campus-based students benefit from increased accessibility without compromising the academic quality and delivery of our programs.

For existing online courses transitioning to a hybrid format a more detailed review is necessary and approval is not always guaranteed. SHSU must ensure that the new requested format will not negatively impact students who rely on fully online delivery for access, enrollment, and program completion. SHSU online enrollments spread over 49 states and some countries, which means that not all students are within driving distance of campus. Hybrid courses may reduce their access to complete necessary program coursework or result in decreased enrollments from the online student population.

Therefore, conditional approvals may be granted for some online courses expanding into hybrid, but in some cases, such requests may be denied if the change compromises program accessibility. The institution expects hybrid courses to be offered alongside online courses, not as a replacement.

Because of the thorough nature of the review for hybrids, the approval process may take additional time.

SHSU Online provides a variety of services to course instructors when designing a course for hybrid delivery. Services include 24/7 technical support, LMS provision, course development, training, video and media production, captioning and transcriptions, provision of alternate file formats, including electronic braille, audio, and semantic HTML. To learn more, [please visit our page](#). We are here to help! The design of hybrid courses is outlined in the Course Design Rubrics and Technical Evaluations available for download on the [Faculty Guides and Forms webpage](#).

**To request the approval of a Hybrid course, please complete the form on the following two pages.**

### Periodic Review of Course Delivery Modalities

To uphold the quality and accessibility of our programs, SHSU Online will conduct regular reviews (semesterly or annually) of both online and hybrid course offerings. These reviews assess how course formats align with student needs, enrollment trends, and geographical considerations, ensuring that all students continue to have access to the education they need, regardless of delivery mode.

For questions or assistance, please contact Angela Gill at [amb229@shsu.edu](mailto:amb229@shsu.edu).

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Academic Department Signatures		
<b>Department Chair</b>		Date:
<b>Dean</b>		Date:

Submitting the Form	
1.	<b>Where to submit the form:</b> Send the completed form to <a href="mailto:amb229@shsu.edu">amb229@shsu.edu</a> OR Campus Mail to SHSU Online, Box 2060.
2.	<b>After submitting the form:</b> If approved, a notification of approval will be sent to you, your academic department, the Dean's Office, the Provost's Office, SHSU Online Support Services, and the Registrar's Office.

**Terms and Conditional Approvals**

- The hybrid course delivery modality is intended to augment existing course options and not replace fully online sections of the same course. This ensures students who rely on online courses for scheduling flexibility, ADA, and geographic reasons can continue to access the course without being disadvantaged.
- For any course approved as hybrid, at least one fully online section must be available regularly if the course is part of a program defined as "online education" by the Texas Higher Education Coordinating Board (THECB). This is particularly important for maintaining accessibility for students and enrollment in fully online programs or for those who face barriers to attending in person.
- Hybrid course approval is contingent upon maintaining adequate online section options to ensure student accessibility and enrollment stability.
- Replacing online courses with hybrid formats may negatively impact enrollment, which in turn affects the financial health of the college and university. It is essential for academic colleges to maintain a balance between innovating with hybrid courses and preserving established online course offerings. This balance ensures that the institution meets changing educational demands while continuing to support its mission of providing accessible education and financial viability.
- SHSU Online will regularly monitor semester schedules to ensure compliance with the condition that an online section remains available alongside approved hybrid courses. This proactive approach safeguards student access and institutional revenue streams by maintaining consistent enrollment levels.
- Hybrid course approvals will be reviewed every five years to reassess their effectiveness and ensure they continue to meet the educational goals and standards of the university.
- A hybrid course must meet quality standard guidelines as outlined in the SHSU Online Course Development Guide and must be hosted and delivered in the current version of Blackboard Learn, the official Sam Houston State University Learning Management System.
- Materials developed for hybrid courses will be co-owned by the University (SHSU), and the Instructor. The University retains the right to use the course and all its materials for the purpose for which they were developed. (TSUS Rules & Regulations, Chapter III, Section 11.3)
- A hybrid 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 by the Texas Higher Ed Coordinating Board. Visit THECB for more information.
- Hybrid on-demand, hybrid live, and hybrid blended courses are governed by the same expectations and regulations as face-to-face courses, including: credit hour; appropriate amount and use of course content; use of explicitly stated learning outcomes; student course engagement monitoring and reporting; and disclosure of information prior to registration, including course modality, technology requirements, and the potential for additional fees or costs associated with the activities of the course.
- All hybrid courses shall demonstrate the application of pedagogical best practices as defined in the SHSU Online Rubric for Hybrid Course Design.
- SHSU Online will provide a variety of services to course instructors and students, independent of the course delivery modality. Services include 24/7 technical support, LMS provision, course development, training, video and media production, captioning and transcriptions, provision of alternate file formats, including electronic braille, audio, and semantic HTML. To learn more, please visit [online.shsu.edu](https://online.shsu.edu).

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↓ SHSU Online Use Only ↓		
SHSU Online		Date: