

Course Approval Process for Online Courses at SHSU

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

Online Course Approval

Courses moving from face-to-face to fully online formats receive near-immediate approval. This expedited process allows faculty to quickly adopt flexible delivery methods, ensuring that students benefit from increased accessibility without compromising the academic quality of our programs. The design of online courses is outlined in the Course Design Rubrics and Technical Evaluations available for download on the [Faculty Guides and Forms webpage](#).

SHSU Online provides a variety of services to course instructors when designing a course for online 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!

To request the approval of an online course, please complete the form on the following two pages.

For questions or assistance, please contact Angela Gill at amb229@shsu.edu.

Online Course Request Form

Online Course: Online Course: A course in which 100% of instruction occurs when the student and the instructor are not in the same physical setting. Three categories of online courses are permitted at SHSU: 1) online on-demand, 2) online -live, and 3) online blended (APS021120) Note: *If you want to request a Hybrid Course, please use the Hybrid Course Request form.*

Instructor(s) & Requestor Information	
Instructor(s) Name & Contact	Requestor Name & Contact (If different from Instructor)
Name(s): _____	Name: _____
Email(s): _____	Email: _____
Phone(s): _____	Phone: _____

Course Information		
Course Title	Course Prefix & Number	Course Level <input type="checkbox"/> Undergrad <input type="checkbox"/> Grad
College <input type="checkbox"/> CAM <input type="checkbox"/> COCJ <input type="checkbox"/> COBA <input type="checkbox"/> COE <input type="checkbox"/> CHSS <input type="checkbox"/> COM <input type="checkbox"/> COSET <input type="checkbox"/> NGL <input type="checkbox"/> Polytechnic <input type="checkbox"/> Other	Department _____	Program of Study _____
Course Length <input type="checkbox"/> 5-week <input type="checkbox"/> 7.5-week <input type="checkbox"/> 10-week <input type="checkbox"/> 15-week <input type="checkbox"/> Mini <input type="checkbox"/> Other: _____	Semester & Year of Delivery <input type="checkbox"/> Fall _____ <input type="checkbox"/> Spring _____ <input type="checkbox"/> Summer _____ <input type="checkbox"/> Other _____	Has the instructor been certified to teach online/hybrid? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Certification in progress

What is the intended online course category? (For definitions, refer to page 2, or review APS 021120) <input type="checkbox"/> Online on-demand <input type="checkbox"/> Online live <input type="checkbox"/> Online blended	What is the intended course content source (all that apply) <input type="checkbox"/> Faculty-Created Materials <input type="checkbox"/> Open Educational Resources (OER) <input type="checkbox"/> Publisher Content <input type="checkbox"/> Other: _____
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What SHSU Online services would you like provided to you to design this course? (all that apply) <input type="checkbox"/> Course Development / Instructional Design <input type="checkbox"/> Video and Media Production <input type="checkbox"/> Training for delivery <input type="checkbox"/> Accessibility for digitized course content (alternate file formats) <input type="checkbox"/> Other: _____	Besides Blackboard, what technology tools will you use for the delivery of the course? (List all that apply) _____ _____ _____
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Academic Department Signatures		
Department Chair		Date:
Dean		Date:

Submitting the Form

1. **Where to submit the form:** Send the completed form to amb229@shsu.edu OR Campus Mail to SHSU Online, Box 2060.
2. **After submitting the form:** 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

- 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.
- All SHSU courses must be hosted and delivered in the current version of Blackboard Learn, the official Sam Houston State University Learning Management System.
- A fully online 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.
- **Three categories of online courses are approved at SHSU as per APS 021120:** 1) Online On-Demand 2) online-live 3) Online blended:
 - An **online on-demand course** is defined as a course with 100% of the instruction occurring asynchronously (on-demand) online. An online on-demand course may have student -optional online synchronous components including special guest lectures, review sessions, or faculty office hours that do not require mandatory attendance and that can be recorded for later viewing. An online on-demand course may have specific timelines for completion of work. An online on-demand course may not require students to participate in any face-to-face instruction and may not require face-to-face exams.
 - An **online live course** is defined as a course with 100% of instruction occurring synchronously (live) online. Students enrolled in an online live course are required to participate in synchronous, online instruction and other course activities in real-time during scheduled class meeting times as indicated on the course schedule. An online live course may not require students to participate in any face-to-face instruction and may not require face-to-face exams.
 - An **online blended course** is defined as a course with both asynchronous (on-demand) and synchronous (live) online instruction. Online blended courses have less than 100% of instruction and course contact hours occurring asynchronously (on-demand) online, and the remainder of instruction and contact hours occurring synchronously (live) online. An online blended course may not require students to participate in any face-to-face instruction and may not require face-to-face exams. To the extent possible, synchronous (live) online meeting times should be communicated clearly on the course schedule. Materials developed for fully online 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)
- Online courses 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.
- Materials developed for fully online 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)
- Online 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.

↓ SHSU Online Use Only ↓

SHSU Online		Date:
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