

## Online Course Request Form

Please complete this form when seeking approval to deliver an online course.

**Note:** *If you want to develop a Hybrid Course, please use the Hybrid Course form.*

College Information		
<b>College</b> <input type="checkbox"/> CAM <input type="checkbox"/> COCJ <input type="checkbox"/> COBA <input type="checkbox"/> COE <input type="checkbox"/> COHS <input type="checkbox"/> CHSS <input type="checkbox"/> COM <input type="checkbox"/> COSET <input type="checkbox"/> NGL	<b>Department</b>	<b>Program of Study</b>
Course Information		
<b>Course Title</b>	<b>Course Prefix &amp; Number</b>	<b>Course Level</b> <input type="checkbox"/> Undergrad <input type="checkbox"/> Grad
<b>Course Length</b> <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: _____	<b>Semester &amp; Year of Delivery</b> <input type="checkbox"/> Fall _____ <input type="checkbox"/> Spring _____ <input type="checkbox"/> Summer _____ <input type="checkbox"/> Other _____	<b>Course Content Source</b> (all that apply) <input type="checkbox"/> Faculty-Created Materials <input type="checkbox"/> Open Educational Resources (OER) <input type="checkbox"/> Publisher Content
Instructor or Requestor Information		
Name(s): _____ Name(s): _____ Email(s): _____ Email(s): _____		
a. Has the instructor been certified to teach online courses? <input type="checkbox"/> Yes <input type="checkbox"/> No		
b. Is the instructor currently enrolled in the <a href="#">SHSU Faculty Certification and Course Redesign</a> program or planning to be enrolled? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain:		
Academic Department Signatures		
<i>The development of online, online-live, and hybrid courses is a strategic decision for the department, college, and institution. Prior to the development of courses with these modalities, departments and colleges should consider the impact to existing face-to-face and online programs.</i>		
<b>Requestor /Instructor</b>		Date:
<b>Department Chair</b>		Date:
<b>Dean</b>		Date:
1. <b>Where to submit the form:</b> Send the completed form to <a href="mailto:online@shsu.edu">online@shsu.edu</a> OR Campus Mail to SHSU Online, Box 2060. 2. <b>After submitting the form:</b> Once the request is approved, an announcement of approval will be sent to you, your instructional designer, the academic department, the Dean's Office, the Provost's Office, and the Registrar's Office.		

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

- [SHSU Online Instructional Designers](#) are appointed to every College to assist in the course development process.
- [SHSU Online Support Desk](#) provides 24/7 technical support for all SHSU Fully online, and partial online courses.
- 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.
- All SHSU courses must be hosted and delivered in the current version of Blackboard Learn, the official Sam Houston State University Learning Management System.
- **Three categories of online education courses are permitted at SHSU:** 1) fully online, and 2) online-live (effective starting in Fall 2023), and 3) hybrid/blended:
  1. An **online** course is defined at SHSU as a course with 100% of the instruction and course contact hours occurring asynchronously (on-demand) and when the students and instructor(s) are not in the same place. An online course may have *optional* online synchronous components including special guest lectures, group meetings, or faculty office hours that do not require mandatory attendance and that can be recorded for later viewing. An online course may not require students to participate in any face-to-face instruction or other course activities and may not require on-campus or face-to-face exams.
  2. An **online live** course is defined at SHSU as an online course with 100% of instruction (lectures) and course contact hours 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. Course materials, activities, and instructional assets will be stored in the learning management system.
  3. A hybrid/blended course is defined at SHSU as a course with more than 50% but less than 67% of the planned instruction and course contact hours occurring asynchronously (on-demand) and when the students and instructor(s) are not in the same place. A hybrid course may not require students to participate in any online synchronous (online-live) instruction or other course activities.
- 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.

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↓ SHSU Online Use Only ↓		
Assistant Vice President, SHSU Online		Date: