

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		
College <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	Department	Program of Study

Course Information	
Course Title:	Course Prefix & Number:
Course Level <input type="checkbox"/> Graduate <input type="checkbox"/> Undergraduate	Semester & Year of Delivery <input type="checkbox"/> Fall _____ <input type="checkbox"/> Spring _____ <input type="checkbox"/> Sum I _____ <input type="checkbox"/> Sum II _____ <input type="checkbox"/> Other _____

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

Academic Department Signatures		
Instructor		Date:
Requestor <i>(If different from instructor)</i>		Date:
Department Chair		Date:
Dean		Date:

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

Definitions:

- [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.

If you need assistance completing this form, please contact us at the SHSU Online Support Desk, open 24/7.
 Phone: 936.294.2780, Email: online@shsu.edu.

- 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.
- A fully online course must be hosted and delivered in the current version of Blackboard Learn, the official Sam Houston State University Learning Management System.
- 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)
- A fully online 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.

↓ SHSU Online Use Only ↓		
Executive Director, SHSU Online		Date: