

Hybrid Course Request Justification (continued)
4. Has this course been taught as an online course in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No
5. Has the instructor been certified to teach online courses? <input type="checkbox"/> Yes <input type="checkbox"/> No
6. Is the instructor currently enrolled in the SHSU Faculty Certification Program or planning to be enrolled? <input type="checkbox"/> Yes <input type="checkbox"/> No Please explain.

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

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

Submitting the Form
<ol style="list-style-type: none"> 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

- 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 of 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.

↓ SHSU Online Use Only ↓		
SHSU Online		Date: _____
OAPA		Date: _____