Request to Offer an ONLINE or HYBRID/BLENDED Course
Please complete this form when seeking approval to deliver an online or hybrid course.

Where to submit the form: Send completed form to SHSU Online.
- Scan & Email form to amb229@shsu.edu OR send via Campus Mail to SHSU Online, Box 2060.

After submitting the form: Once the request is approved, an announcement of approval will be sent to you, your instructional designer, academic department, the Provost’s Office, and the Registrar’s Office.

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<th>College Information</th>
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<th>Course Information</th>
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<tr>
<td><strong>Course Title:</strong></td>
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<td><strong>Course Delivery Modality</strong></td>
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<tr>
<td>Online</td>
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<tr>
<td>Hybrid (Requires pedagogical justification)</td>
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<tr>
<td><strong>Semester &amp; Year of Delivery</strong></td>
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<td>Fall________</td>
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<th>Pedagogical Justification</th>
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<td>Complete this portion ONLY when requesting Hybrid/Blended course</td>
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<th>Instructor &amp; Requestor Information</th>
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<tr>
<td><strong>Instructor Name &amp; Contact</strong></td>
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<td>Name:_________________________</td>
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<td>Email:_________________________</td>
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<td>Phone:_________________________</td>
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1 For course delivery modality definitions, refer to Page 2.
Revised 01/21/2021
Terms and Conditions of the SHSU Course Development Process

- Definitions:
  - **Hybrid Course**: A hybrid course at Sam Houston State University consists of robust face-to-face and online components in which approximately 50% of the course is delivered face-to-face, and the remaining 50% is delivered online. Hybrid courses should be learner-centered and consist of a significant proportion of active learning and are those in which student learning is best facilitated by having an online component. Examples of Hybrid Courses include:
    - Split Week: M-W Afternoon Only OR T-Th All-Day
    - Split Term/Flex: ½ Semester in the classroom, ½ online.
  - **Online Course**: An online course at Sam Houston State University may have mandatory face-to-face sessions totaling no more than 15 percent of the instructional time. Examples of face-to-face requirements in online courses include orientation, laboratory, exam review, or an in-person test.

- An online or hybrid course must meet quality standard guidelines as outlined in the SHSU Online Course Development Guide, and must be developed in the current version of Blackboard Learn, the official Sam Houston State University Learning Management System.
- Materials developed for online or 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)
- An online or 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 in by the Texas Higher Ed Coordinating Board. Visit THECB for more information.

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.