Sam Houston State University

HYBRID Course Request Form

Please complete this form when seeking approval to deliver a hybrid course.

Note: If you want to develop an Online Course, please use the Online Course form.

	College Information				
College CAM COCJ COBA COE CO	Department HS	Program of Study			
☐ CHSS ☐ COM ☐ COSET ☐ NGL					
Course Information					
Course Title	Course Prefix & Number	Course Level ☐ Undergrad ☐ Grad			
Course Length	Semester & Year of Delivery	Course Content Source (all that apply)			
□ 5-week □ 7.5-week □ 10-week	□ Fall □ Spring	☐ Faculty-Created Materials			
☐ 15-week ☐ Mini ☐ Other:	□ Summer □ Other	☐ Open Educational Resources (OER)			
		☐ Publisher Content			
1 What is the general design of the propos	Hybrid Course Request Justification				
1. What is the general design of the proposed hybrid course?					
2. What are the pedagogical benefits of using this hybrid model?					
3. What will a typical week look like to a student?					

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	Hybrid Course Reques	t Justification (continued)		
4. Has this course been taught as an online course in the past? Yes No				
5. Has the instructor been certified to teach online courses? Yes No				
6. Is the instructor currently enrolled in the SHSU Faculty Certification Program or planning to be enrolled? Yes No Please explain.				
Instruc	Instructor(s) & Rec stor(s) Name & Contact	uestor Information Requestor Name & Contact	(If different from Instructor)	
	Name:			
		Email:		
Phone(s):	: Phone:			
Academic Department Signatures				
Instructor	Academic Bepai	thene signatures	Date:	
Requestor (If different from instructor)			Date:	
Department Chair			Date:	
Dean			Date:	
Submitting the Form				
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 o	nline Use Only Ψ		
SHSU Online			Date:	
Hybrid Course Review Committee			Date:	