



Online or Hybrid Course Request Form

This form is used for courses that will be taught fully or partially online for the first time.

Faculty Name: _____ A#: _____

Campus Address & Extension: _____ Ext. _____

Course Prefix & Number (i.e. ELC 100): _____ - _____ Credit Hours: _____

Course Title: (as it appears in the university catalog/bulletin)

Delivery Method:

Select one.

___ Online Course

A course where the instructor facilitates instructional time 100% online through the university's online management system.

___ Online Hybrid Course

A course where the instructor interacts with the students via a web-based conferencing tool less than 100%, but greater than 51% of the instructional time; with the remaining instructional time facilitated asynchronously, through the university's online management system.

___ Hybrid Course

A course where the instructor interacts with the students in the same physical space less than 100%, but greater than 51% of the instructional time; with the remaining instructional time facilitated asynchronously through the university's online management system.

Approvals Signatures

_____ Instructor	_____ Instructor's Signature	_____ Date
_____ Chairperson	_____ Chairperson's Signature	_____ Date
_____ Dean	_____ Dean's Signature	_____ Date

This form should be submitted to the Office of Distance Education, Extended Studies and Instructional Technology upon completion