

Sam Houston State University

Request to Offer a Course via Distance Education

Instructions: Academic departments initiate the process to deliver distance education instruction by completing the following form, securing the required signatures, and submitting this form to the Office of Academic Instructional Technology and Distance Learning. After this form is processed at this location, photocopies will be forwarded to the University Registrar's Office and originating academic department. If the request is for the addition of a new (and not previously approved) course, the requesting department must follow the appropriate procedure prior to completion of this form. This form must be submitted at the beginning of the semester one year before the semester in which you propose to teach the course.

Department and College: _____

Date of request: _____ Instructor: _____

Contact phone number: _____ Email address: _____

Course Title and Number: _____

Prerequisites: _____

Is this a new (and not previously approved) course? Yes ___ No ___ *If yes, then follow the appropriate procedure for requesting the addition of a new course.*

Semester and year proposed for course delivery: Fall ___ Spring ___ Sum I ___ Sum II ___

Method of Delivery: Internet (Course Type 2) ___ ITV (Course Type 4) ___
Other _____

Proposed market for course (audience): _____

Does this course offering initiate or significantly expand distance learning activities in the college or department? No ___ Yes ___ *(example: The addition of this course provides the opportunity for a student to earn more than 25 percent of credits toward a degree program via distance education).*

Please attach additional information to this proposal if you wish to elaborate. Elaboration may include special resource needs, justification for course, summary of existing teaching materials, or marketing information.

Request Initiator: _____

Signature _____ Date _____

Approved: _____

Department Chair _____ Date _____

Approved: _____

Academic Dean _____ Date _____

Approved: _____

Director of Academic Instructional Technology and Distance Learning _____ Date _____

Approved: _____

Provost and Vice President for Academic Affairs _____ Date _____