**ONLINE OR BLENDED/HYBRID COURSE FORM**

**Purpose:** The purpose of this form is to demonstrate course equivalency for online and blended/hybrid courses at Oklahoma State University. Approval is required at the initial online or blended/hybrid course offering and each time substantive changes are made. Once approved, sections of the same instructional method may be added to the class schedule in the term requested and future semesters without a Deviation form required

**Definitions:***Online courses* are those that are taught exclusively online with no face-to-face class meetings. Online courses may require proctored exams at approved sites that do not require the student to come to campus. If instruction is delivered online but exams or other components of the course require face-to-face meetings with students, the course should be categorized as blended/hybrid instead of online. *Blended* (also referred to as hybrid courses) are those that utilize both online and traditional face-to-face modes of instructional delivery, and the scheduled in-class meeting time for the course is reduced to account for the online instructional component.

**Banner Notation:** Course attribute in Banner will be OUTR or OUTE. (Academic Program Exceptions)

**Course Length:** By policy, undergraduate courses are limited to a maximum of 1.5 credit hours per week and graduate courses are limited to 1.0 credit hours per week. If a new online or blended/hybrid course duration/length is desired in the future, the department may submit a new ***Online or Blended/Hybrid Course Form*** with supporting details, or they will be required to file a ***Deviation Form*** for every section of the course.

Top of Form

Initiating Department:

Submitted by:

Course prefix and Number:

Course Title:

Initial Semester and Year:

Number of credits (if 0 ending course):

Bottom of Form

**Instructional Method (check one):**

* Online
* Blended/Hybrid

**Course Information:**

Please attach a ***detailed course syllabus*** that provides enough information to determine that the course is an equivalent experience to an in-person course. Suggested information would include a course description, instructional information delineating how students will engage in the course content, and a course schedule.

***Approval of Online Delivery:***

Department Head Signature:   Date:

Academic Dean/Designee Signature:   Date:

Associate Provost for Online Education:   Date: