Seton Hall University

Online/ Hybrid Course Proposal Form

New proposals are due to the Office of the Provost no later than October 15 for courses that are intended to launch the following Fall, and no later than March 1 for courses that are intended to launch the following Spring. Decisions regarding course or program prioritization are expected to be made by December 1 for Fall submission and April 15 for Spring submissions. Colleges, departments, faculty and the TLTC will be notified to begin the course development process once decisions have been made. Completed proposals must be submitted to your Dean for review, who will then submit it to Dr. Joan Guetti, Office of the Provost, on or before the aforementioned new proposal due dates.

Overview

The following proposal template and action steps are designed to guide faculty members and administrators in the request for resources and support in the development of online/hybrid courses, based upon the strategic priorities of the University. Kindly review the University's Online & Hybrid Course Policy prior to submitting this proposal.

Definitions

Online: The Online Learning Consortium defines online courses as "All course activity is done online, there are no required face-to-face sessions within the course".

Hybrid: A hybrid course is defined as any course having 30% or more of "traditional in-seat time" offered online.

Self-paced: An online course where students progress at their own pace with little to no instructor interaction. Self-paced courses generally have one large assessment and one due date.

Title of Proposed Course: _____

Course ID: _____

College: _____

Faculty Course Developer(s): _____

Anticipated Launch Date for Course: _____

Length of course (in weeks): _____   Number of Credits: _____

Is this course part of a program? Yes   If yes, which program:_____

Anticipated Enrollment: _____   Has the course been approved by the EPC?   Yes

Course Delivery (select one):

    ○ Hybrid (30% or more online)
    ○ Online

Is this a new course? (not offered face to face)

    ○ Yes
    ○ No

Course Type (select one)

    ○ Undergraduate
    ○ Graduate
    If Cross-listed, please *provide other course ID*
    _____
    ○ Continuing Education
    ○ Other - Please Explain
    _____

1. **Rationale -** *Please use this section to describe why the department desires to or needs to put this course online.*

2. **Instructional and Technological Considerations -** *Please describe how you intend to meet the learning objectives of the course and any special technology components that may be needed to help you meet those goals.*

3. **Proctoring Needs -** *Describe all events (e.g., exams, placement tests) which students will be required to complete in a proctored setting.*

4. **Course Description –** *Provide a brief course description including the goals or outcomes statement.*

5. **Approvals:**

Faculty Member Signature:	Date:
Faculty Member Name:	
Department Chair Signature:	Date:
Department Chair Name:	
Dean Signature:	Date:
Dean Name:	
Dean Comments:	

Dean's please indicate the priority of developing this course by the anticipated launch date (1 being the highest priority and 5 being the lowest)

1	2	3	4	5
◯	◯	◯	◯	◯

Provost Signature:	Date:
Provost Name:	
Provost's Office Comments	Approval ◉ Yes ◉ No ◉ Other – please explain