Texas Wesleyan University Distance Education Course Request Form

Use this form to request approval for a faculty member to offer a course via a *distance education modality* (online or hybrid) for the first time.
Please see the University's Distance Education Policy for details.

Request Submission Deadline: Minimum of 2 semesters prior to offering the course
Example: A course offered in the fall must be requested by beginning of spring semester.
Course design will occur during the spring semester and completed prior to summer semester.

Course ID:

Course Name:

Semester Offered:

Modality: Select One

New Course? Select One

Term Weeks:

Faculty Signature

Faculty Name (typed) | *Faculty Signature* | *Date*

Dean Information & Approval

Will this modality impact the overall program modality? Select

Will a face-to-face version still be taught as well? Select

Hybrid: What percentage of this course will be F2F vs. Online?

In-Person: % Online: %

Dean Signature

Dean Name (typed) | *Dean Signature* | *Date*

Provost/Senior VP Approval

☐ **Modality Change Approval**
This existing course is approved for re-design to a new modality.

☐ **New Course Approval**
New course design is approved by Academic Affairs and the Provost.

Notes:

Provost Signature

Provost/VP Name (typed) | *Provost/VP Signature* | *Date*

Registrar Notification

Registrar Signature

Registrar Name (typed) | *Registrar Signature* | *Date*

CETL USE ONLY:

☐ Faculty member has been certified to teach online

☐ Faculty member has NOT been certified, but will complete certification during the semester.

Updated 11/13/24