Hybrid Course Checklist

**Preliminary Work:**
- Contact Coordinator to discuss idea
- Discuss plan to submit proposal with your Department Chair
- Department Chair Signature ("S" Designation application)

**Include Following Materials for Submission:**

- "S" Designation Application Packet
  - Sample Syllabi
  - Curriculum Change Form

- OR "W" Course Application Packet
  - Cover Letter
  - Sample Syllabi
  - Note from Department Chair

- Submit materials to Service-Learning Committee or TCAC "W" Committee for Approval

*If Course Disapproved: Contact Coordinator to Revise and Resubmit*

**Receive notification from Committee with Approval Letter. Complete appropriate CAA Curriculum Change Forms from the list below:**

**For a New Course:**
- Complete Change Form- Hybrid Course Proposal
- Attach the completed Proposal and Approval Letter
  - (See Attachment A)

**For a Cross Listed Course:**
- Curriculum Change Form- Hybrid Course Proposal
  - for the "W"-course and cross listed course (one form for each course)
  - (See Attachment A)

**For a course that is One Section of Multiple Course Offerings:**
- Prepare a Curriculum Change Form- Course Revision
  - (Parts II and IV)**
  - **In Part II have the following statement:
    - "Credit will not be awarded to students who have credit for _______ "W"/"S" Course"
  - **In Part IV not the "W"/"S" and non-"W"/"S" sections in the "Equivalent Course" section
  - (See Attachment B)

**IF the change affects the Program:**
- Program Revision/ Prepare a Curriculum Change Form
  - *Note: Be sure to include the addition of the "W" or "S" Course to your program or curriculum in Part III of Curriculum Change Form*
Hybrid Course Checklist

Curriculum Review Packet

Curriculum Review Packet to include following materials for University Curriculum Review Process:

☐ Approval Letter
☐ Application Packet
☐ Curriculum Change Forms

☐ Submit ALL materials to Department Committee

Date of Submittal to Department ____________________
Notify Coordinator when course approved

☐ Submit packet to the College Curriculum Committee for Approval

IF ....

☐ The Course is Gen ED. Submit materials to Gen. ED Committee for Approval

☐ The Course is Teacher ED. Submit materials to Teacher ED Committee for Approval

☐ The Course is Graduate, Submit materials to Graduate Council for Approval

☐ The Course is 500/700 level, must be Approved at both Undergraduate and Graduate levels.

☐ Packet forwarded to the Council on Academic Affairs for final Approval

If course is Approved, Registrar's Office will enter course into the catalog

** NOTE: Faculty member is responsible for all materials to move through the necessary departments and committees for approval.

** See flow chart for links to appropriate forms and contact information.