



## PROCEDURE FOR APPROVAL OF ONLINE/HYBRID COURSES

### Step 1: Unit Faculty, Directors/Deans

1. Complete the FAMU Online Distance Learning Course Submission Form.
2. Complete the appropriate State Course Numbering System (SCNS) Course transmittal Form for **new courses only**.
3. Attach course syllabus to submission form.
4. Forward packet to the Office of Instructional Technology.

### Step 2: Instructional Technology

1. Review submission packet for content and signatures.
2. Instructional Designer will review course material in Canvas and consult with faculty as needed.
3. Prepare packet for University Curriculum Committee.

### Step 3: University Curriculum Committee

1. Review submitted packet.
2. Consult with faculty member, if needed.
3. Submit recommendation to Faculty Senate for approval.

### Step 4: Faculty Senate

1. University Curriculum committee presents courses to the Faculty Senate.
2. The Faculty Senate reviews request for course(s).
3. The Faculty Senate approves or denies course requests.

### Step 5: Final

1. The Faculty Senate forwards the routing form and packet to the Provosts.
2. The Provost approves or denies course requests.
3. The packet is forwarded to the Registrar's office.
4. **For new courses**, the packet will be forwarded for transmittal to the State Course Numbering System office and State Department of Education.