

**South Carolina State University
Center for Teaching, Learning, and Extended Studies**

Request for Blackboard Course Shell

Instructions: The Department Chair shall submit the Request for Blackboard Course Shell form to initiate the online course development process. The request shall be submitted as an email attachment to the Director, Center for Teaching, Learning, and Extended Studies. The Chair will be notified upon approval of the request.

Date of Request:

Department Chair Information:

First Name _____

Last Name _____

Email Address _____

Telephone Number _____

Course Information:

1. Is this course(s) a part of an online degree or certificate program?

Yes Date approved by Educational Policies Council: _____

No

2. Will an external instructional design consultant be used to build the course(s) in Blackboard?

Yes Name of consultant _____

No

3. Will offering of this course(s) online cause 45% or more of the courses in any degree program at SC State to be offered online?

Yes

No

4. What is the first semester by which the course must be ready for instruction? Note: Departments should allow at least 6-8 months for development of a fully online, 15-week semester course.

Semester of first course offering: _____

