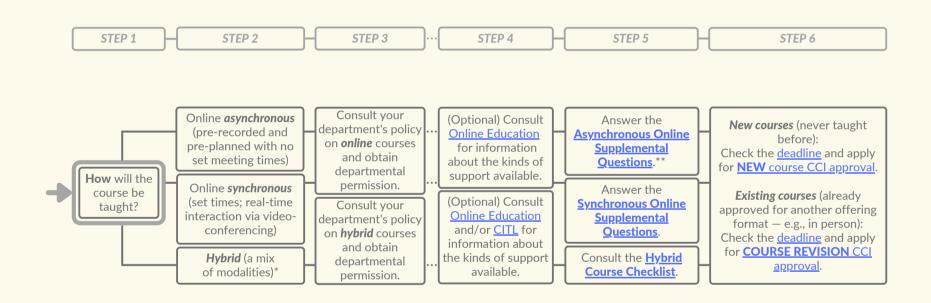# ONLINE & HYBRID COURSE APPROVAL PROCESS FLOWCHART

UC SANTA CRUZ
ACADEMIC SENATE

per the Committee on Educational Policy (CEP) & Graduate Council (GC) Policy on UCSC Undergraduate and Graduate Online and Hybrid Courses

For questions about the course approval process, contact cci@ucsc.edu

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6

How will the course be taught?

Online **asynchronous** (pre-recorded and pre-planned with no set meeting times)

Online **synchronous** (set times; real-time interaction via video-conferencing)

Hybrid (a mix of modalities)*

Consult your department's policy on **online** courses and obtain departmental permission.

Consult your department's policy on **hybrid** courses and obtain departmental permission.

(Optional) Consult Online Education for information about the kinds of support available.

(Optional) Consult Online Education and/or CITL for information about the kinds of support available.

Answer the **Asynchronous Online Supplemental Questions**.**

Answer the **Synchronous Online Supplemental Questions**.

Consult the **Hybrid Course Checklist**.

New courses (never taught before):
Check the deadline and apply for **NEW** course CCI approval.

Existing courses (already approved for another offering format — e.g., in person):
Check the deadline and apply for **COURSE REVISION** CCI approval.

* Courses that will have **less than 50%** of the standard contact hours **in person** should use either the Asynchronous Online or the Synchronous Online course approval processes.

** After three years, the department must submit a renewal request for the course to continue to be offered asynchronously. Permanent approval can be requested after the first successful renewal cycle.