

The University of Texas at San Antonio

Authorization of Hybrid Courses

A Hybrid course, as defined by the Texas Higher Education Coordinating Board (THECB), is a “course in which a majority (more than 50 percent but less than 85 percent), of the planned instruction occurs when the students and instructor(s) are not in the same place.” Hybrid courses allow the University to offer additional classes and provide alternative learning environments. To achieve maximum classroom utilization, a hybrid course needs to be paired with another hybrid course during peak class meeting times or needs to be scheduled at non-peak class times (see below). Ideally, the department will offer multiple hybrid courses, and the department will pair them at the same class start time but on a different day of the week. Hybrid courses meeting on a Monday, Wednesday, or Friday will be scheduled for 50 minutes. Those meeting on a Tuesday or Thursday will be scheduled for 75 minutes. Paired hybrid courses receive classroom scheduling priority.

Hybrid Course Information (for hybrid courses scheduled between 0900-1500 and 1700-2015):

Semester: _____

a. Discipline _____ Course Number:: _____ Section Number _____ CRN:: _____
 Day: _____ Time:: _____ Est. Enrollment _____
 Instructor _____

Paired with:

b. Discipline _____ Course Number:: _____ Section Number _____ CRN:: _____
 Day: _____ Time:: _____ Est. Enrollment _____
 Instructor _____

Friday courses only that are paired with Monday and Wednesdays courses)

c. Discipline: _____ Course Number:: _____ Section Number _____ CRN:: _____
 Day: _____ Time:: _____ Est. Enrollment _____
 Instructor _____

Non-peak Scheduled Hybrid Course Information: When scheduling a hybrid course at non-peak class meeting times, no pairing of the hybrid course is required.

Non-Peak Course Meeting Times

Main Campus				Downtown Campus					
MWF	0800-0850	TR	0800-0915	MWF	0830-0920	MWF	1530-1620	TR	0830-0945
MWF	1500-1550	TR	1530-1645	MWF	1330-1420	MW	1600-1715	TR	1600-1715
MW	2030-2145	TR	2030-2145	MWF	1430-1520	MW	2030-2145	TR	2030-2145
Saturdays/Sundays (any time)				Saturdays/Sundays (any time)					

Semester: _____

Discipline: _____ Course Number:: _____ Section Number _____ CRN:: _____
 Day: _____ Time:: _____ Est. Enrollment _____
 Instructor _____

Final Exams for paired Hybrid courses: (To avoid final exam time conflicts, the Provost encourages hybrid classes conduct their final exam on-line.)

Will the Graduate level hybrid class(es) require(s) an in classroom final exam? _____

If hybrid courses are paired and the paired hybrid courses require a comprehensive final exam delivered in a classroom, the department will designate which paired hybrid course will conduct the final exam on Common Final Saturday at 5 p.m..

Hybrid Course:

a. (option 1) On-line final exam – no classroom needed
(option 2) Comprehensive final, classroom required.* Final exam to be scheduled on Common Final Saturday at 5 pm.

Paired hybrid course a. with hybrid course :

b. (option 1) On-line final exam – no classroom needed
(option 2) Comprehensive final, classroom required.* Final exam to be scheduled on Common Final Saturday at 5 pm

Hybrid course paired with hybrid course a. & b.: (Paired hybrid M, W, F classes)

c. (option 1) On-line final exam – no classroom needed
(option 2) Comprehensive final, classroom required.* Final exam to be scheduled on Common Final Saturday at 5 pm

*A student's final exam conflict could exist if the student is taking a Thursday evening classes.

ASAP/Banner Course Comments:

This hybrid course is taught in a combination of a classroom and internet format. Classroom attendance required for the first day of class. See syllabus for other in classroom meeting dates.

Additional Comments: (for example) This section is limited to BIO majors.

Note: Make comments brief. Lengthy comments will not show completely in ASAP. Standardize comments as much as possible.

Faculty Name: _____ Ext: _____ Dept: _____

Faculty Signature: _____

Dept Chair Signature: _____

On-Line Learning Office:
MS Bldg 3.02.38 ext. 5949

Code class as Hybrid (AHB)

Class not Hybrid

Registrar/Room Scheduling

Date Entered in Banner/R25 _____ Initials: _____