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.

(Optional) Consult Online Education 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.

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