## CSU Academic Success Course Request Process

CSU uses its Canvas Learning Management System for academic teaching/learning. Academic Success Courses, which contribute directly to student academic success, can be evaluated by the CSU LMS Team for possible inclusion in Canvas.

In Canvas, our goals are to ensure that academic success courses:

1. Provide specific academic benefits for CSU students/faculty/staff.
2. Do not infringe upon degree progress due to time expectations, workload, etc.
3. Have unique goals which are not a duplication of existing CSU programs.

Criteria for evaluating Academic Canvas Success Courses:

* Course content contributes directly to student academic success and utilizes interactive learning tools in Canvas such as discussions, written assignments, and quizzes for assessment of learning objective achievement.
* The primary teacher in the course must be CSU faculty or staff who actively monitors and interacts with students to assesses student academic progress.
* All users must have an active CSU eID and be a CSU faculty, staff, or student.
* No fee can be charged.
* Courses are not intended to take the place of web pages, file storage, or solely a response for reading/viewing materials. CSU provides other tools for these purposes.
* Teachers may be asked to provide an annual summary regarding how the course was utilized, the number of students, and assess whether the course’s academic goals were achieved and should continue.

Employee training
Training courses are developed & delivered viaCSU’s [MyLearning Bridge system](https://mylearning.colostate.edu/).CSU’s [Talent Development team](https://training.colostate.edu/) can provide guidance with employee training creation.

#### Other CSU Tools

Canvas and Bridge/MyLearning may not be the right tool for some requests. CSU has other options for groups, communications, calendar events, sharing documents, etc. which include: [Office365](http://help.mail.colostate.edu/office365.aspx),  [MS Teams](http://help.mail.colostate.edu/office365teams.aspx), [listservs](https://www.acns.colostate.edu/mailinglists/), college/dept. network shares, [Qualtrics surveys](https://www.ir.colostate.edu/qualtrics/), etc.

[CSU Online](https://www.online.colostate.edu/contact/) offers noncredit courses which may be appropriate for some projects.
You can explore these options with your college/dept. IT Support team.

The central CSU Canvas management team evaluates requests and may consult with appropriate university leadership. Please allow 2 weeks for review.

If you believe your academic success course meets the criteria above, please use this form for your request:

1. “Save-As” this Word form, replacing the version with your name in the new file name.
2. Complete the form with your details.
3. Email your request for evaluation to:
	1. For areas within the Division of Student Affairs, email to Neal.Lujan@colostate.edu
	2. For all other areas at CSU, please submit to the [CSU Canvas team](https://canvas.colostate.edu/questions/)

**Canvas Academic Success Course Request Form**

1. Date of your request:
2. Requester – Your info:
	1. Name:
	2. eName:
	3. Phone:
	4. Email address:
	5. Your department name and number:
	6. Your direct supervisor’s name, phone, email:
	7. Your Canvas experience?
3. If approved, I understand I may be asked toprovide an annual summary to my Canvas Coordinator regarding how the course was used, number of students, and an assessment of student academic success. *(This helps CSU continue to improve the use of Canvas Success Courses!)* Yes No
4. Course title: Your course title would look something like this: Success-Area-Dept-ShortName-2022FA. E.g. Advising-CLA-History-2022
	1. Which college or area? (Such as LibArts or DSA)
	2. What is your Program/Dept/Degree Name, or for DSA departments, your four-character code?
	3. A short “Descriptive Name” (max 20 characters)
	4. The year and term you want to offer your course
5. Type of Academic Success Course requested:
	1. Advising
	2. Academic Probation & Remediation
	3. Major & Career Focus
	4. Teaching how to use Canvas (GTA’s, online teaching techniques)
	5. Supports CSU’s Student Academic Success Initiative (SSI-2)
	6. Other – details?
6. Academic Course Goals:
	1. Why do you want to offer this course?
	2. What are the academic leaning objectives/goals for this course?
	3. How will this directly contribute to student learning?
	4. What are the measures of academic accomplishment?
	5. How will you determine if the course has been successful in assisting students with their academic progress?
7. Students:
	1. Who is your audience?
	2. Details?
	3. How many participants estimated each term?
	4. If a repeating course, will it be a different set of students each time?
8. Are you the person who will develop course content? Yes No

If no, whom?

* 1. Name:
	2. eName:
	3. Phone:
	4. Email Address:
	5. Their Dept name and number:
	6. Their level of Canvas experience:
1. Who will be the primary teacher of the course?
2. Name:
3. eName:
4. Phone:
5. Email Address:
6. Their Dept name and number:
7. Their level of Canvas experience:
8. Start/End dates:
* What are the anticipated start and end dates for students to access this course?
1. Course timing – what fits best?
	1. One-time use: 1 semester or 1 academic year
	2. Repeats every semester or year
	3. Continues perpetually
2. Enrollment – which model would work best?
3. Student self-enroll (email the course URL to students & they click to enroll themselves).
4. Instructor manually enrolls students by entering enames or CSU IDs.
5. For large academic advising courses, (50+ students), Canvas admins may be able to systemically enroll students.

Thank you for your work toward academic success for CSU!

Questions? [Canvas Questions Form](https://canvas.colostate.edu/questions/).