Undergraduate Curriculum Change: Conversion to Online or Hybrid Delivery

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| Department/program/concentration: |       | Date: |       |
| Check one of the following and supply the requested information and documentation. |
| [ ]  | Convert a degree or certificate program. Attach ADHE Form LON-13. |
|  | Program name: |       |
|  | Is the program listed above new? |  | If YES, simultaneously submit Curriculum Form U3. |
|  | If the conversion affects another department, attach a signed letter from the department’s chair describing the impact on the department. |
| [ ]  | Convert a course. Attach a justification/rationale for converting the course to online delivery. |
|  | Course prefix and number: |       | Course title: |       |
|  | Is the course listed above new? |  | If YES, simultaneously submit Curriculum Form U1. |
| Will the program or course be fully online or a hybrid? (Check one.) |
| [ ]  | **Online**: Any program or course that is completely online and requires no in-person meetings with the instructor or class. In-person attendance may still be required for certain off-campus activities such as proctored exams, clinical experience, and internship hours. Online courses emphasize student learning communities, computer-mediated communication, and active student learning. |
| [ ]  | **Hybrid**: Any program or course in which some portion of traditional “seat time” has been replaced by online academic activities. A hybrid program or course would require at least one scheduled in-person session with the instructor or class, with the remaining activities occurring online. In-person attendance may also be required for certain off-campus activities such as proctored exams, clinical experience, and internship hours. |
|  | If HYBRID, what percentage of the program requirements or the course content will be delivered online? |      % |  |
| **Note**: **A web-enhanced course DOES NOT require review and approval through the curriculum development process.** A web-enhanced course is any traditional on-campus course that includes online student resources, but no “seat time” is being replaced by online activities. |
| Proposed effective date of change (term and year): |       |  |

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| Recommended by the Department (action required)By signing below, the department assures that the proposed online/hybrid program or course will be developed following the [Online/Hybrid Course Development Process Guide](https://drive.google.com/open?id=0B4CIrgtBaDVffjZTLXplVnRNU2RXbnZ4N0UwVnUzaFJjR1RTcnBHTkFZM1ZoekRtTks2YlU). |
| 1. |  |  | 2. |  |  |  |
|  | Department Curriculum Committee | Date |  | Department Chair | Date |  |
| Recommended by the College (action required) |
| 3. |  |  | 4. |  |  |  |
|  | College Curriculum & Assessment Committee | Date |  | College Dean | Date |  |

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| Recognized by University Councils (information only) |
| Does the change affect a teacher education program? |  |  | Does the change affect the UCA Core? |  |  |
| If YES, must be reviewed by the Professional Education Council. |  | If YES, must be reviewed by the UCA Core Council: |  |
| 5. |  |  | 6. |  |  |  |
|  | Professional Education Council | Date |  | UCA Core Council | Date |  |
| 7. |  |  | 8. |  |  |  |
|  | Undergraduate Council | Date |  | Council of Deans | Date |  |
| Submit proposals to the appropriate university Council at least one month before the meeting in which action is desired. Summer submissions may not be considered until the fall term. |

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| Approved by | Recorded in Banner by |
| 9. |  |  | 10. |  |  |  |
|  | Provost | Date |  | Office of the Registrar | Date |  |
| The Office of the Provost retains the original and sends a copy to the Office of the Registrar for changes in Banner. The Office of the Registrar returns the copy, signed, to the Office of the Provost. The Office of the Provost sends a copy to the originating department. |