Undergraduate Curriculum Change: Conversion to Online or Hybrid Delivery

|  |  |  |  |
| --- | --- | --- | --- |
| 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| [ ]  | **Hybrid**: Any program or course in which some portion of traditional “seat time” has been replaced by online academic activities.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): |       |  |

|  |
| --- |
| 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 |  |

|  |
| --- |
| 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. |

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