Undergraduate Curriculum Change: Conversion of an Existing Course to Online or Hybrid Delivery

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| Department/program/concentration: |       | Date: | Click to select date. |
| Course prefix and number: |       | Course title: |       |
| Will the course be fully online or a hybrid? (Check one.) |
| [ ]  | **Online**: Any course in which all traditional in-person “seat time” has been replaced by online, synchronous or asynchronous, academic activities and no in-person meetings with the instructor or class are required. In-person attendance may still be required for certain off-campus activities such as proctored exams, clinical experience, and service learning. Courses approved for online delivery are also approved for traditional and hybrid delivery. |
| [ ]  | **Hybrid**: Any course in which some portion of traditional in-person “seat time” has been replaced by online, synchronous or asynchronous, academic activities. In-person attendance may also be required for certain off-campus activities such as proctored exams, clinical experience, and service learning. Courses approved for hybrid delivery are also approved for traditional delivery, but not online delivery. |
| **Note**: **A web-enhanced course DOES NOT require approval.** 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. |
| **Justification for converting this course to online or hybrid delivery** |
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| Proposed effective date of change (term and year): |       |  |
| **Note**: For each term this course is offered, it is the responsibility of the department to enter the correct instructional method (online, hybrid, traditional, or other) for each section (CRN) listed in the Schedule of Classes. |

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| Recommended byBy signing below, the department chair/school director and college dean assure that (1) the proposed online/hybrid course will meet federal and accreditation requirements for online course delivery (e.g., accessibility, instructor presence, regular and substantive instructor-student interaction) and (2) the course instructor(s) will initially and periodically review the quality of the online/hybrid course in consultation with the Center for Excellence in Teaching and Academic Leadership. |
| 1. |  |  | 2. |  |  |  |
|  | Department Chair or School Director | Date |  | College Dean | Date |  |
| Approved by | Recorded in Banner by |
| 3. |  |  | 4. |  |  |  |
|  | Provost | Date |  | Office of the Provost | Date |  |
| The Office of the Provost retains the signed original and sends a copy to the originating department. |