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

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Department/program/concentration: | | |  | | | Date: |  | |
| Program name: | |  | | | | | | |
|  | If the conversion affects another department, attach correspondence from the department’s chair describing the impact on the department. | | | | | | | |
| Will the program be fully online or a hybrid? (Check one.) | | | | | | | | |
|  | **Online**: Any program 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. | | | | | | | |
|  | **Hybrid**: Any program in which some portion of traditional “seat time” has been replaced by online academic activities. A hybrid program 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, approximately what percentage of the program requirements will be delivered online? | | | | | % | |  |
| Proposed effective date of change (term and year): | | | |  |  | | | |

|  |
| --- |
| **Complete and include ADHE Attachment L (Online Program Justification) and include ADHE Attachment M (Online Program Support).**  Note that ADHE/AHECB policy requires that “Institutions proposing to offer 50 percent [or more] of an existing certificate or degree program through distance technology must submit a Letter of Notification with supporting documentation to ADHE by the established deadlines.” The approval process is not complete until the notification has appeared in an AHECB meeting agenda. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Recommended by the Department | | | | | | |
| 1. |  |  | 2. |  |  |  |
|  | Department Curriculum Committee | Date |  | Department Chair | Date |  |
| Recommended by the College | | | | | | |
| 3. |  |  | 4. |  |  |  |
|  | College Curriculum & Assessment Committee | Date |  | College Dean | Date |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Recommended by University Councils | | | | | | | |
| Does the change affect a teacher education program? | | |  | 5. |  |  |  |
| If YES, must be reviewed by the Professional Education Council. | | | |  | Professional Education Council | Date |  |
| 6. |  |  | | 7. |  |  |  |
|  | 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 | | |  | | | |
| 8. |  |  |  |  |  |  |
|  | Provost | Date |  |  |  |  |
| The Office of the Provost retains the signed original and sends a copy to the originating department. | | | | | | |