Undergraduate Curriculum Change: Offer an Existing Program Online or Off-Campus

ADHE policy requires that institutions proposing to offer 50% or more of an existing certificate or degree program online or at an existing off-campus location must notify or get approval from the AHECB. Do not submit this form unless 50% or more of the total semester credit hours for the degree or certificate will be delivered fully online or at an off-campus location. The approval process is not complete until the notification has appeared in an AHECB meeting agenda.

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| Department/program: |       | Date: |       |
| Program name: |       |
| [ ]  | **Convert an existing program to online delivery** (Attach ADHE LON Attachment L) |
| [ ]  | **Offer an existing program at an existing off-campus location** (Attach ADHE LON Attachment M) |
| Proposed effective date of change (term and year): |       |  |

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| 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 |  |

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| Submit proposals to the appropriate university Council(s) at least one month before the meeting in which action is desired. Summer submissions may not be considered until the fall term. |
| Recommended by University Councils |
| Does the change affect a teacher education program? |  |  |
| If YES, it must be reviewed by the Professional Education Council and approval from the Division of Elementary and Secondary Education attached. |
| 5. |  |  | 6. | **DESE Approval (if required)** |  |  |
|  | Professional Education Council | Date |  |  | Date |  |
| 7. |  |  | 8. |  |  |  |
|  | Undergraduate Council | Date |  | Council of Deans | Date |  |

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| **Approved by** |
| 9. |  |  | 10. |  |  |  |
|  | Provost | Date |  | President | Date |  |
| The Office of the Provost sends all required documentation to the AHECB and the Board of Trustees. The approval process is not complete until the notification has appeared in an AHECB meeting agenda. |
| 11. | Notification to Board of Trustees |  | 12. | Notification to AHECB |  |  |
|  |  | Date |  |  | Date |  |
| The Office of the Provost retains the signed original and sends a copy to the originating department. |