**Distance Education Program Request Form\***

This form must be signed by the Director of Instructional Technology verifying that a Distance Education Program Design Plan has been filed with the Center for Teaching and Learning. The form must be submitted through the regular curriculum process when requesting approval to offer 25% or more of the total credits of a new or existing degree program via distance education. NB: You must also do a complete SACSCOC prospectus for any new degree program.

 *\*Programs that are delivered electronically to individuals*.

Degree and/or Program Title:

Total Hours: Program Coordinator:

Number of current enrollments: Potential Total Enrollments:

Target Audience:

Rationale:

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| How will the distance education program be delivered?\_\_\_\_\_Synchronous \_\_\_\_\_Asynchronous |
| Delivery method?\_\_\_\_\_\_D2L \_\_\_\_\_\_ Zoom \_\_\_\_\_ITV \_\_\_\_\_ Other (Please list.)  |
| What percentage of this program are you requesting to offer in distance education format?□ 25-59% Implementation Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ □ Over 50% Implementation Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Discussion Topics: Notes:

 University Curriculum Committee

 Course Design Process

 Intellectual Property

 Faculty Compensation

 Course Updates and Continuity

 Faculty Additions/Replacement

 Distance Education Fee

 Out-of-State Tuition

 Competition

 Marketing

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|   This plan has been filed with the Center for Teaching and Learning. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ CTL Signature Date Department Chair Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ Dean Date College Curriculum Chair Date |
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Degree and/or Program Title:

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| --- | --- | --- | --- | --- | --- | --- | --- |
| NewCourse\* | ExistingCourse | Course Prefix and Title | Target | Plan | Done | PrimaryInstructor/Designer | COI |
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*\*Is this a new course proposed for the program or an existing course moving to online delivery?*