

Appendix F

The University of North Carolina

Notification of Intent to Plan a New Distance Education Degree Program

THE PURPOSE OF ACADEMIC PROGRAM PLANNING: Planning a distance education degree program provides an opportunity for an institution to make the case for need and demand and for its ability to offer a quality program. This notification and planning activity to follow do not guarantee that authorization to establish will be granted.

Date: _____

Constituent Institution:

CIP Discipline Specialty Title:

CIP Discipline Specialty Number: _____ Level: B _____ M _____ I _____ D _____

Exact Title of the Proposed Program:

Degree Abbreviation: _____ Proposed Date of Initiation: *month* _____ *year* _____

Will this program be completely individual access (e.g., online, videocassette, etc.)? Y ___ N ___

If "yes," primary mode of delivery:

If "no," list proposed sites (use additional lines as needed):

_____ (city) _____ (county) _____ (state)

_____ (city) _____ (county) _____ (state)

_____ (city) _____ (county) _____ (state)

If cohort-based, length of time to complete the sequence (e.g., 18 mos., 2 years):

Substantive change must be reported to the Commission on Colleges of SACS using either the Procedure 1 (report and approval) or Procedure 2 (report) protocol. Which one will apply may depend on the current programs already approved by the Commission on Colleges for the campus.

Site-based (where instructor is present):

Is the institution initiating instruction where student may earn more than 25% and less 50% of credits toward a degree at an off-campus site? (Procedure 2) Yes _____ No _____

Is the institution initiating an (additional) off-campus site at which students may earn 50% or more of an educational program? (Procedure 1) Yes _____ No _____

Is the institution adding significantly different degree programs at a currently approved site? (Procedure 2) Yes _____ No _____

Distance learning (where instructor and student are geographically separated):

Is the institution offering its first credit courses via technology-based instruction by which students can obtain at least 25% of credits toward a degree program? (Procedure 2) Yes _____ No _____

Is the institution expanding a previously reported program from less than 50% of credits to 50% or more of a degree program? (Procedure 2) Yes _____ No _____

Is the institution adding a significantly different program from previously reported programs offered via technology-based instruction? (Procedure 2) Yes _____ No _____

If this action constitutes a substantive change, by what date should SACS be notified? _____

1. Briefly describe the proposed program and intended audience.
2. Describe the proposed instructional delivery systems (e.g., on-site instruction, interactive video, Internet, etc., including combinations of these).
3. Describe need for the program (referencing results of surveys or special studies). If site-based, is any other institution (public or private) offering a similar program in the location(s)? If online, are any other UNC institutions offering a similar online program?
4. Briefly describe the arrangements for facilities for off-campus programs.
5. Projected total annual enrollment: Years 1 _____ 2 _____ 3 _____ 4 _____ 5 _____

Name, title, telephone, and e-mail of contact person to respond to questions:

This intent to plan a new distance education degree program (or program site) has been reviewed and approved by the appropriate campus committees and authorities.

Chief Academic Officer: _____