**UNIVERSITY OF NORTH CAROLINA**

**EXISTING DEGREE PROGRAM MODIFICATION**

**REQUEST TO DELIVER – NEW DELIVERY MODE OR SITE**

**Date:**

**UNC Institution**:

**Is the program a joint degree program**? **Yes** **No**

**Joint Partner Institution**

**Title of Authorized Program**: **Degree Abbreviation**:

**CIP Code (6-digit):** **Level: B** **M** I **D**

**CIP Code Title:**

**Proposed term to enroll students in alternate delivery method**: **Term** **Year**

**Program information needed for UNC Academic Program Inventory (API):**

Minimum credit hours required \_\_\_\_\_\_\_

Expected number of full-time terms to completion \_\_\_\_\_\_\_

**Indicate current authorization for the program:**

On campus delivery

Online delivery

Site-based delivery\*

**Identify the objective of this request (select one or more of the following):**

Add on campus delivery

Add online delivery; Maximum percent offered online \_\_\_\_\_\_\_\_\_\_\_

Add site-based delivery (list new sites below; add lines as needed);

Maximum percent offered at site-based location \_\_\_\_\_\_\_\_\_\_\_

Instructor present (off-campus delivery)

Instructor remote (site-based distance education)

**List of site-based delivery requests:**

|  |  |  |
| --- | --- | --- |
| Site #1 | |  |
|  |  |  |
|  | *(address, city, county, state)* |  |
|  | | |
| Site #2 | | |
|  |  |  |
|  | *(address, city, county, state)* |  |
|  | | |
| Site #3 | | |
|  |  |  |
|  | *(address, city, county, state)* |  |

**Substantive Change.** Provide a brief statement from the university accreditor liaison regarding whether the new delivery mode does or does not constitute a substantive change.

|  |  |  |
| --- | --- | --- |
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| --- | --- | --- |
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**Justification for New Delivery Mode:**

1. **Description and Purpose.** 
   1. Provide a 250-word or less description of the proposed program, including target audience, delivery method, hours required, program core and concentrations (if applicable), opportunities for which graduates will be prepared, and other special features. For online programs, describe whether the delivery is synchronous with an on-campus course, partially synchronous, asynchronous, other, and using what platform(s).
   2. List and describe any external contracts connected to the program (e.g. Online Program Management (OPM), Project Kitty Hawk (PKH), student recruitment, instructional design).
   3. How does the proposed delivery mode align with UNC system, institutional, and unit missions and strategic plans?
   4. Discuss the existing modality mix for the proposed program, and how this proposal complements existing modes offered by the institution.
2. **Enrollment and Student Demand.** 
   1. Does the institution plan to serve new students, better serve existing students, or both as a function of this request?
   2. Provide documentation of student demand for the new delivery mode, including externally generated estimates. Directly address the extent to which students will be drawn from a pool of students not previously served by the existing version of the program.
   3. If other UNC institutions offer similar programs either online or in the proposed geographic area (for site-based proposals), discuss the extent to which students will be drawn from a pool not previously served.
   4. For site-based programs, list the other non-UNC institutions offering programs in the geographic market. Discuss how those programs will impact the proposed program.
   5. Estimate the total number of students that would be enrolled in the program during the first year of operation and in each delivery mode (campus, online, site - add lines as needed):

*Delivery Mode\_\_\_\_\_\_\_Full-Time* \_\_\_\_\_\_\_\_\_ *Part-Time* \_\_\_\_\_\_\_\_\_\_\_

Estimate the total number of students that would be enrolled in the program during the fourth year of operation and in each delivery mode (campus, online, site - add lines as needed):

*Delivery Mode\_\_\_\_\_\_\_Full-Time* \_\_\_\_\_\_\_\_\_ *Part-Time* \_\_\_\_\_\_\_\_\_

1. **Unnecessary Duplication.** 
   1. List similar programs offered by other North Carolina institutions (public or private), including enrollments and delivery method.
   2. In cases where other UNC institutions provide similar online, site-based distance education, or off-campus programs, include evidence regarding how the proposed program meets unmet need. Discuss collaborative opportunities with these programs.
   3. Discuss confirmed or potential collaborative opportunities with other UNC institutions, including co-location and inter-institutional program enrollment.
   4. Discuss unique curricular opportunities with external partners in site-based proposals (e.g. partnership with local organizations, non-profits, or businesses).
   5. For site-based delivery, provide written documentation of outreach from the provost of the proposing institution to the provost of any UNC institution offering similar degrees in the geographic market.
2. **Resources.** 
   1. Provide a financial overview of the proposed program, inclusive of all expected revenues and expenses. Complete the “UNC System Academic Program Planning Financial Worksheet."
   2. Are new faculty, staff, library, facility/equipment, or other resources required to deliver the program?
   3. Discuss how the new delivery mode will impact the workload of existing faculty.
   4. Briefly describe the facilities, infrastructure, and arrangements and how they meet the needs of the program.
3. **Delivery Considerations.**

Provide assurances of the following (not to exceed 250 words per lettered item):

1. *Access* (all programs). Students have access to academic support services comparable to services provided to on-campus students and appropriate to support the program, including admissions, financial aid, academic advising, delivery of course materials, and placement and counseling.
2. *Clinical and related (all programs).* Are there any clinical or professional training requirements for graduates of the program? If so, identify the plan for satisfying requirements for program graduates, inclusive of any impacts on existing programs.
3. *Curriculum delivery* (online and site-based distance education only). The distance education technology to be used is appropriate to the nature and objectives of the program. The content, methods and technology for each online course provide for adequate interaction between instructor and students and among students.
4. *Faculty development* (online and site-based distance education only). Faculty engaged in program delivery receive training appropriate to the distance education technologies and techniques used.
5. *Security* (online and site-based distance education only). The institution authenticates and verifies the identity of students and their work to assure academic honesty/integrity. The institution assures the security of personal/private information of students enrolled in online courses.
6. **Contact**.

Provide the name, title, email address, and phone number of the person(s) responsible for planning this proposed program.

**Approval.**

This request to establish a new distance education degree program (or program site) has been reviewed and approved by the appropriate institutional committees and authorities.

**Chief Academic Officer**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Chief Academic Officer (Joint Partner Campus):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Chief Financial Officer**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Chief Financial Officer (Joint Partner Campus):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* **Off-site Location Definition**

Consistent with UNC Regulation 400.1.1[R] Online and Site-Based Distance Education Programs and Off-campus Programs, an off-site location is a site geographically apart from the main campus, used for the delivery of academic programs (of any percentage of the program) and instruction, owned by the institution (or their Associated Entity/Endowment), or leased property (or otherwise used through a Memorandum of Understanding or similar agreement).

**Program Exceptions (Academic Program Inventory (API)):**

A. Sites for individual students: student teaching experiences in K-12 schools/lab schools, internships, and co-op experiences, etc. are not included.

**Example 1:** An institution has a student teaching experience at a local high school for a student in an education major to complete a degree in the program.

**Example 2:** An institution has an internship requirement for an academic major to complete the degree at a private company. Regardless of its location, this program type does not warrant off-site categorization.

B. Sites where the offering of a program could never be replicated/returned to a campus: study abroad, field experiences that are part of a classroom/lab instruction, correctional institutions, practica, clinical experiences, etc. are not included.

**Example 1:** An institution offers clinical teaching experience at a local hospital for students in a Nursing major to complete a degree in the program.

**Example 2:** An institution has a field experience requirement in a correctional institution for an academic major to complete the degree.

**Instruction Exceptions (API/Student Data Mart (SDM)):**

A. Sites for general education or not related to a degree program are not included in API but are sites in SDM.

**Example 1:** An institution offers a skiing class at a nearby ski resort. Skiing is not an academic program (therefore not in the API) this site-based location will be recorded in SDM.

**Example 2:** An institution offers a certificate program. Certificates are not approved at the System Level. Certificate data listed in the API is pulled directly from SDM and is not maintained through the API application. If geographically apart from the main campus, this will be recorded in SDM.