

Appendix G

The University of North The University of North Carolina

Request for Authorization to Establish a New Distance Education Degree Program or Site (Through which 50% or more of a Degree Program is Provided)

INSTRUCTIONS: Fill in the appropriate blanks and expand the electronic version of this form as required to include other more extensive information. Please submit three copies of the proposal to General Administration. As of January 1, 2010 submission of proposals will be electronic.

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)? Yes ____ No ____

If "yes," primary mode of delivery: _____

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

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

(street address)

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

(street address)

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

List any other UNC institutions that offer similar programs in the same location (if requesting a site-based program) or a similar program online or by individual access (if requesting an individual access program):

For the following question, please consult "*Guidelines for Alternative, Online, or Distance Education Delivery of approved Degree Programs*" from the UNC Policy Manual available on the UNC GA Academic Planning website.

Which SACS COC substantive change procedure applies? (SACS policy on substantive change:
<http://www.sacscoc.org/pdf/081705/Substantive%20change%20policy.pdf>)

One ____ (prior authorization from SAC; both Appendix F and G should be submitted to COC of SACS by the institution, if applicable)

Two ____ (prior notification to SACS; Appendix F should be submitted to COC of SACS by the institution, if applicable)

Based on the SACS policy on substantive change, by what date should the campus be notified by UNC-GA of authorization to establish? _____

The following items conform to the information required for SACS Substantive Change Procedure One.

1. Abstract (limit to one page or less)

Describe the proposed change; its location; initial date of implementation; projected number of students; description of primary target audience; projected life of the program (single cohort [indicate number of years] or ongoing; and instructional delivery methods.

2. Background information

Provide a clear statement of the nature and purpose of the change in the context of the institution's mission, goals, and strategic plan; evidence of the legal authority for the change (*to be provided by UNC General Administration in authorization letter*).

3. Assessment of need and program planning/approval

Discuss the rationale for the change, including intended audience and an assessment of need (*include results of surveys or special studies*), evidence of inclusion of the change in the institution's ongoing planning and evaluation processes; and documentation that faculty and other groups were involved in the review and approval of the new site or program.

Provide projected annual headcount enrollment:

Individual access: Years 1 _____ 2 _____ 3 _____ 4 _____ 5 _____

Site 1: Years 1 _____ 2 _____ 3 _____ 4 _____ 5 _____

Site 2: Years 1 _____ 2 _____ 3 _____ 4 _____ 5 _____

Projected total SCHs (all sites):

Year 1	Student Credit Hours		
Program Category	UG	Master's	Doctoral
Category I			
Category II			
Category III			
Category IV			

Year 2	Student Credit Hours		
Program Category	UG	Master's	Doctoral
Category I			
Category II			
Category III			
Category IV			

Year 3	Student Credit Hours		
Program Category	UG	Master's	Doctoral
Category I			
Category II			
Category III			
Category IV			

Year 4	Student Credit Hours		
Program Category	UG	Master's	Doctoral
Category I			
Category II			
Category III			
Category IV			

4. Description of the substantive change (as required by SACS) Discuss the rationale

Provide a description of the proposed change, including description of the proposed program, specific outcomes and learning objectives and curriculum and schedule of proposed course offering.

Describe and provide rationale for any differences in admission, curriculum, or graduation requirements for students enrolled online or at the new site(s), or any special arrangements for grading, transcripts, or transfer policies.

Describe administrative oversight to ensure the quality of the program or services to be offered.

5. Faculty and support staff

Please Provide:

Number of faculty expected to deliver instruction:
full-time faculty _____ part-time faculty _____

A complete roster (using the SACS "Roster of Instructional Staff" form) of those faculty employed to teach in the program, including a description of those faculty members' academic qualifications and course load in the proposed program, as well as course work taught in other programs currently offered;

Evidence that adequate number of faculty members are assigned to support the program;

Impact of the initiative on faculty workload; and

Number and responsibilities of support staff (e.g., program coordinator).

Describe means by which the institution will provide support services for students enrolled at the site(s) or online (e.g., admissions, skills assessment, course registration, academic advising, counseling, etc.).

6. Library and learning resources

Describe library and information resources to support the program, including staffing and services in place to support the initiative.

Describe cooperative agreements with other institutions and include a copy of such agreements in the appendix.

Relative to electronic resources, describe how students and faculty will access information, training for faculty and students in the use of online resources, and staffing and services available to students and faculty.

7. Physical resources

Describe physical facilities and equipment to support this initiative. Assess the impact that the proposed change will have on existing programs and services.

For off-campus facilities

Name of the agency or organization that is providing the space.

Rental, lease, or other arrangements involved in obtaining use of this space including rates.

Describe any agreements or understandings with the organization providing the space.

8. Financial support

Describe financial resources to support the change, including the budget for the first year of the proposed program. Include projected revenues (including tuition and fees receipts, state appropriations based on projected SCHs, grants, etc.) and expenditures, as well as amount of resources going to institutions or organizations for contractual or support services.

Student credit hours (SCHs) delivered to non-North Carolina residents receiving instruction outside the boundaries of North Carolina are not eligible for State-provided enrollment funding and these SCHs should not be reported on the funding matrix. The institution must set the rate charged for these SCHs at a level sufficient to cover the cost of instruction, which should be at least double the official in-state tuition rate. Indicate the average number of SCHs per semester that will be delivered to non-NC residents receiving instruction outside the boundaries of NC and the tuition that will be charged per-SCH for this instruction:

SCHs per semester delivered to non-NC residents receiving the instruction outside of NC boundaries: _____

Per-SCH charge, tuition and fees, for this out-of-state instruction to non-NC residents: _____

If a site-based degree program is to be offered out of state, a more detailed justification is required. Please provide the rationale for offer the program out-of-state and the how resources will be secured to support the program, and indicate whether any State-supported resources will be used in the program.

9. Evaluation and assessment

Describe the means used by the institution to monitor and ensure the quality of the degree program and off-campus site(s).

Summarize procedures for systematic evaluation of instructional results, including the process for monitoring and evaluating programs at the new site, as well as using the results of evaluation to improve institutional programs, services, and operations.

In accordance with accreditation requirements, the institution will ensure that the student who registers in a distance education course or program is the same student who participates in and completes the program and receives the academic credit.

10. Attachments

Attachments may include items such as (1) vitae of key faculty; (2) selected letters of support; (3) copies of library and other cooperative agreements, etc.

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

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

Chief Academic Officer _____