UNIVERSITY OF NORTH CAROLINA

REQUEST TO DELIVER

EXISTING DEGREE PROGRAM – NEW DELIVERY MODE OR SITE

Date: _____

Constituent Institution: _____

Is the program a joint degree program?   Yes____   No____

    Joint Partner campus _____

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 _____

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

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

    ☐ Add on campus delivery
    ☐ Add online delivery; Maximum percent offered online _____
        ☐ Program will be listed in UNC Online
        ☐ One or more online courses in the program will be listed in UNC Online
    ☐ Add site-based delivery (list new sites below; add lines as needed)
        ☐ Instructor present (off-campus delivery)
        ☐ Instructor remote (site-based distance education)

Site #1

_____
  (address, city, county, state)

Site #2

_____
  (address, city, county, state)

Site #3

_____
  (address, city, county, state)

Supply basic program information needed for UNC Academic Program Inventory (API), UNC Online

Minimum credit hours required _____

Expected number of full-time terms to completion _____

I.   Justification for New Delivery Mode

1.   <u>Description and Purpose.</u>
   a.   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).

   b.   How does the proposed delivery mode align with system, institutional and unit missions and strategic plans?

2.   <u>Student demand.</u> Provide documentation of student demand for the new delivery mode. Directly address the extent to which students will be drawn from a pool of students not previously served by the existing program.

3.   <u>Unnecessary duplication</u>. List similar programs offered by other North Carolina institutions (public or private), including enrollments and delivery method. 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.

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

   Delivery Mode_____Full-Time _____ Part-Time _____

5. <u>Resources.</u>

   a. Are new faculty, staff, library, facility/equipment, or other resources required to deliver the program?   If so, explain the need and, using the template provided, estimate the costs and sources of funds to provide resources needed.

   b. Discuss how the new delivery mode will impact the workload of existing faculty.

   c. (site-based distance education and off-campus delivery only) If the institution has not previously delivered a degree program at this site, briefly describe the facilities, infrastructure, and arrangements and how they meet the needs of the program.

6. <u>Delivery Considerations.</u> Provide assurances of the following (not to exceed 250 words per lettered item):

   a) *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.

   b) *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.

   c) *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.

   d) *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.

7. <u>Contact.</u> Provide the name, title, email address, and phone number of the person(s) responsible for planning this proposed program.

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): _____