

Appalachian State University
Request to Add or Discontinue a Delivery Mode or Distance Education Site
Existing Certificate Program

Date: _____ Submitted by: _____

Department & College: _____

Title of certificate program: _____ Level: UG _____ G _____

Proposed term to begin enrolling students in alternate delivery mode: term _____ year _____

What change in delivery mode is requested? (select one or more of the following):

- Add on-campus delivery
- Discontinue on-campus delivery
- Add online or hybrid delivery; Minimum percent offered online: _____
- Discontinue online delivery
- Add site-based delivery (list new sites below; add lines as needed)
 - Instructor present (off-campus delivery)
 - Instructor remote (site-based distance education)
- Discontinue site-based delivery

If a site-based location: City _____ County _____

Address: _____

A. Required Approvals for Changes in Delivery Mode (New or Discontinued)

This request to add/discontinue a delivery mode or site has been reviewed and approved by:

Departmental Curriculum Committee: _____
date

Department Chair: _____
date

College Curriculum Committee: _____
date

Dean: _____
date

Submit the completed form, along with responses to Part B of this form if requesting a *new* delivery mode, to the appropriate Academic Policies and Procedures Committee. Proposals to discontinue or add a program delivery mode must be submitted by no later than the Bulletin copy deadline posted for the committee in order to be included in the next Bulletin. New delivery mode requests submitted by the February Bulletin deadlines become effective Fall semester of that year.

B. Justification for New Delivery Mode

Attach a document that provides the following information (3 pages maximum):

1. Description and Rationale. Provide a brief description of the new delivery mode and a short rationale for the proposed change. For online programs, describe whether the delivery is synchronous, partially synchronous, or asynchronous.
2. Student Demand. Cite evidence showing student demand for the new delivery mode. Indicate how the new delivery mode is expected to impact enrollments in the existing program.
3. Enrollment. Estimate the total number of students that would be enrolled in the program during the *first* year of offering the new delivery mode, and estimate the *maximum* number of students that could be accommodated via this delivery mode, given current resources.
4. Resources.
 - a. How will the new delivery mode impact the workload of existing faculty?
 - b. What additional resources are needed in order to offer the new delivery mode?
5. Planning and Professional Development (online delivery requests only).
 - a. What professional development have program faculty received, and what prior experience do they have, in effective delivery of coursework in an online format?
 - b. What changes have been made in the program’s curriculum to accommodate the shift to an online delivery mode? (NOTE: If there are changes to the program’s *learning objectives* as a result of the proposed change, you must submit this proposal through the regular AP&P approval process.)

C. Academic Affairs Approval

This request to add or discontinue a delivery mode or distance education site for an existing certificate program has been reviewed and approved by the appropriate institutional committees and authorities.

Name: _____
Provost & Executive Vice Chancellor

Signature: _____

Date: _____