



Transitioning a Program to Fully Online

Guidelines

- x This application must be completed for academic programs transitioning to completely online (or virtual) delivery.
- x Proposed new programs, (McNichols Campus) are required to follow the [MFA New Program Proposal](#) requirements.
- x Programs anticipating transitioning to online delivery must submit the application no later than **January 1** of the current academic year for implementation the following academic year to allow review, submission to HLC and university catalog deadlines.
- x Detroit Mercy is a NC-SARA participating institution and complies with all reporting. Which includes the number of their students engaged in certain learning placements (rotations, internships, student teaching, etc.) All online programs must collect and maintain data for enrollment and out-of-state learning placements.

Program Name: _____

Banner Program Code(s): _____

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Rationale for change (e.g. enhancing enrollment, discipline trend, targeted student population)

Transition and Business Plan (e.g. strategies to appropriately modify courses for virtual delivery, marketing)

Program Delivery (as the program is currently offered in-person, will you continue to be offering in-person as well as a fully online option or only online)

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If offering only online, please list teach out plan for those currently enrolled in the in-person program:

Number of students requiring a teach out: _____

Anticipated start date:

Higher Learning Commission (HLC):

Full Program Name: _____

CIP Code: _____

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Is this program a degree or certificate: Degree Certificate

Credential Level (e.g., B.A.B.S., M.A., M.S.,M.B.A. etc.): _____

Current number of credit hours required for the program: _____

Is the institution changing the number of credit hours required for the program? Yes No

Is the institution changing the content of the program (25% or more)? Yes No

- a. What percentage of the program content is being changed in relation to the total number of credits required to earn the degree? _____
- b. Explain the nature of the change to the content of the program:

Is the institution changing the program's method of delivery? Yes No

- c. If yes,
 - i. Is the change to the program's method of delivery related to competency education?
 - Yes No
 - ii. Is the change to the program's method of delivery related to distance education?
 - Yes No
 - iii. Explain the change to the method of delivery:

Is the institution developing customized pathways or abbreviated modified courses or programs to accommodate a student's existing knowledge and to close competency gaps between demonstrated prior knowledge and the full requirements of a particular course or program?

Yes No

Online Website Please provide links or attachments as necessary

1. About the program (General description and marketing materials):

2. Admissions Criteria (Specific admissions requirements to be considered)

3. Curriculum (Any curriculum specifics, e.g. course list, optional courses, or program goals):

4. Key Personnel (such as Director, Program Coordinator, Department Chair, Faculty & Support Staff)

5. Hardware & Software Requirements (Any program specific otherwise a general list is provided based on ITS standards)

Approval:

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Printed Name	Signature	Date

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Printed Name	Signature	Date

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