



Guidelines for Distance Learning Program Proposals

These guidelines set forth a process by which academic departments through their respective colleges can propose that a new or an existing degree and/or non-degree (certificate or contract) program to be delivered through distance learning technologies. **Note:** Separate policies apply to distance learning courses and are accessible at this link - <http://distancelearning.ucs.louisiana.edu/content/curriculum-and-instruction#005>.

A completed "Request for Approval for the Delivery of Degree/Certificate Program through Distance Learning Technologies" form must be submitted electronically to distancelearning@louisiana.edu.

- *For Existing Degree Programs.* The request form attached to these guidelines is the only completed form required.
- *For New Degree Programs.* If the degree program you are proposing is not yet approved by the University of Louisiana System and/or the Louisiana Board of Regents, you will need to follow the new *Program Development Policy* at the same time you are submitting this internal UL request to offer the program in a hybrid or an online format.

Your response on the application form should answer pertinent questions about need and purpose for a program to be delivered by UL Lafayette through distance learning technologies. Included in your responses should be an evaluation of resources available for the development and implementation of the program, including hardware, technical support, marketing ability, advising support, faculty preparation to teach hybrid/online courses and assessment of effectiveness. All proposals should be submitted electronically to the Office of Distance Learning for initial review by the Distance Learning Leadership Council and for final review by the Academic Affairs Council.

Use the attached form as an outline for submitting your proposal to the Academic Affairs Council through the Office of Distance Learning. Please complete the form, print, gain the appropriate signatures, scan, and email to distancelearning@louisiana.edu.

Updated July 15, 2013



Request for Approval

Delivery of Degree/Certificate Program through Distance Learning Technologies REQUEST FOR AUTHORITY TO OFFER AN EXISTING ACADEMIC PROGRAM THROUGH DISTANCE LEARNING TECHNOLOGIES

(Board of Regents, Academic Affairs Policy 2.12, revised June 2012)

1. _____
College
2. _____
Department
3. _____
Name, Phone Number and Email Address of Contact Person
4. _____
Name and Level of Degree/Certificate Program
5. _____
CIP Classification
6. Please briefly describe the program. If there are any differences between the program to be delivered via distance learning technologies and the program offered through the traditional mode of delivery (i.e., curriculum, admission, graduation requirements, etc.) please explain and provide a rational for such differences.
7. Please briefly describe the extent to which the program will be offered via distance learning technologies.
8. Please describe any and all distance learning technologies which will be used to offer the proposed program.
9. Please indicate where in the state (city/town and parish) the proposed program will be offered.
10. Describe processes in place to ensure that students have structured access to faculty.

By signing below, you acknowledge support of this application.

Department Head Signature Date

College Dean Signature Date

Graduate School Dean (if Graduate Certificate or Program) Date

Upon approval of this request by the Board of Regents the campus must then submit notification to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) prior to implementation (consult SACSCOC's "Substantive Change for Accredited Institutions of the Commission on Colleges" Policy Statement). Once the SACSCOC provides a letter acknowledging acceptance of this notification to the campus, a copy should be provided to the Board of Regents.

Provost/ Vice Chancellor for Academic Affairs

Date

Campus Head (or Authorized Signature)

System Head (or Authorized Signature)

For Office Use Only

Decision of Distance Learning Leadership Council

___ Recommend to the Academic Affairs Council

___ Do not recommend to the Academic Affairs Council

Date of Decision - _____

Additional Information:

