

Sam Houston State University

Request to Establish a Distance Education Program

Instructions: Requests to establish degree-related distance education programs should be submitted following SHSU policies for Planning and Conducting Distance Education. The request, including all supporting documentation and approvals at the department and college levels, should be submitted to the Vice President for Academic Affairs at least 7 months prior to the proposed date of initiation.

Department and College: _____

Date of request: _____ Contact Name: _____

Contact phone number: _____ Email address: _____

Program Title and Level: _____

Proposed Date Of Initiation: _____

Method(s) of Delivery: On-line ITV Videotape
Other _____

Substantive Change Questions:

1. Will 25-49% of the proposed degree program be offered via distance education? Yes No
2. Will at least 50% of the proposed degree program be offered via distance education? Yes No
3. Is this the first time the program will be offered via distance education? Yes No

For assistance in answering questions 4-6, please contact Academic Instructional Technology and Distance Learning.

4. Does this program constitute a substantive change as defined by SACS? Yes No
5. If so, which substantive change policy or procedure applies? _____
6. Deadline for notifying SACS be notified? _____

Program Information – Please attach all documentation which addresses each of the following items.

1. Briefly describe the proposed program and include the courses to be offered in the program.
2. Describe the audience for the program and document the need to offer this program. (Include results of surveys and special studies to support the need for the program).
3. Projected enrollment for years 1 through 5?
4. Briefly describe how the proposed program supports the university mission?

5. Describe the process to plan the program
6. Describe the procedures for systematic evaluation of instructional results (include instruments used to evaluate the program and a schedule for evaluation).
7. Will there be any differences in student admission or graduation requirements?
8. Describe any special arrangements for grading, transcripts, or transfer credit policies.
9. Describe faculty participation in the selection of course content for this program.
10. How many faculty members will provide instruction? Provide a list of faculty members involved in preparing/presenting instructional materials and their qualifications. (Please refer to the SACS Commission on Colleges "Roster of Instructional Staff").
11. How will faculty be evaluated?
12. Provide the number and responsibilities of support staff.
13. Describe any contractual or other arrangements provided by other institutions or organizations.
14. Present the budget for the proposed program, including any special expenditures and indicating how financial resources will be secured. The budget should cover the expected time period for a cohort to complete the degree program.
15. How will the program be evaluated? How often will the program be evaluated?

Request Initiator: _____
Signature Date

Approved: _____
Department Chair/ Date

Approved: _____
Academic Dean Date

Approved: _____
Vice President for Academic Affairs Date