



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

Higher Learning Commission (HLC):

Full Program Name: _____

CIP Code: _____

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-based 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 paths):

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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