**INSTITUTIONAL REQUEST FOR**

**ELECTRONIC DELIVERY**

***NOTE: Institutions that have completed the electronic delivery approval process and have been approved to offer electronically delivered programs have already provided the information requested in this form; and therefore, may complete the Existing Program Online Delivery Request form. If requesting institution has not completed the electronic delivery approval process, the institution must complete all sections of this form.***

Click here to select your institution.

Institution Submitting Proposal

Click here to enter text.

Current Program Name and 3-digit Program Code

**Program Approval Procedures for New Online Programs**

Institutions that have not been approved previously to offer online programs are required to request approval as follows: (1) if programs are offered in such a manner that an individual student can take 100 percent of the courses for the major through online delivery or other computer-mediated format; or (2) the program is advertised as available through online delivery or other computer-mediated format. For the purpose of this policy, major is defined as courses in the discipline of the student’s declared degree program, excluding support courses, general education courses, and elective courses. Criteria for approval are based on qualitative consideration and the compatibility of the requested offering with the institution's mission and capacity and meeting the required academic standards.

**3.16.5 Academic Standards**

The expectation is that there is no difference in the academic quality, academic standards including admission and retention standards, and student evaluation standards for courses and programs regardless of delivery method. Electronic media courses and programs must meet the following academic standards.

1. **Faculty.** Describe the training and faculty development that the faculty receives to achieve competency in the technology required for teaching at a distance.

Click here to enter text.

1. **Faculty/Student Interaction.** Describe the provisions for appropriate real-time and delayed interaction between faculty and students and among other students enrolled in the classes.

Click here to enter text.

1. **Academic Integrity.** Describe methods that are in place for ensuring academic integrity.

Click here to enter text.

1. **Student Confidentiality.** Describe methods that are in place to ensure the confidentiality and privacy of student personal data.

Click here to enter text.

1. **Identity Verification.** What methods are utilized to verify the identity of students taking distance education courses?

Click here to enter text.

1. **Advertising.** The institution must provide adequate and accurate information to students including, but not limited to, admission requirements, equipment standards, estimated or average program cost, and other services available. Describe the methods that are used to communicate adequate and accurate information.

Click here to enter text.

1. **Learning Resources.** Students shall have access to facilities and learning materials on essentially the same basis as students in the same program or courses taught at the main campus. Describe the resources that are available to distance learning students.

Click here to enter text.

1. **Academic Calendar Requirements.** The standards observed relating to the number of course meetings and total time spent in the courses or in satisfying the course requirements shall be comparable to those observed on the main campus. An exception to course meeting time is allowed as defined in the Competency-Based Learning (CBL) section in the State Regents’ Academic Calendars policy. Institutions utilizing this exception must have documented and validated methods for students to demonstrate competencies, student assessment, and awarding academic credit as required by the CBL section.

Click here to enter text.

1. **Admission, Retention, Assessment.** Describe the standards used for online student admission, retention, and assessment. Standards shall be the same as those standards observed for the same courses or programs on the originating campus. Similarly, the applicable concurrent enrollment policies apply (see the State Regents’ Institutional Admission and Retention and Assessment policies).

Click here to enter text.

1. **Student Services.** Students shall have access to program guidance and academic support services, including admissions, enrollment, academic advisement, financial aid, and related services on the same basis as the students located on the main campus. Describe how the institution will make these services available to students in online programs via electronic format using the working assumption that these students will not be physically present on campus.

Click here to enter text.

1. **Technical Support System.** Students in electronic media off-campus courses or programs and faculty shall have access to appropriate technical support services. Describe the technical support system that is available for all hardware, software and delivery systems specified by the institution as required for the courses and programs.

Click here to enter text.

1. **Equipment and Software/Tools.** Students must be informed in clear and understandable terms of the electronic or computer resources necessary for successful completion of the classes, including, but not limited to, word processing and other productivity tools, e-mail, and Internet services. Describe the methods that will be used to inform students about the electronic and computer resources available.

Click here to enter text.

*The University of Oklahoma Health Sciences*

**REQUEST FOR PROGRAM MODIFICATION**

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 (Department submitting request) (Program Name & Code being modified)

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(Reviewed by Academic Program Council) (Date)

**Approval Signatures**

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(Department/School Chair/Director) (Date)

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(College Dean) (Date)

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(Graduate College) (Date)

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(Provost) (Date)

Approved by The University of Oklahoma Regents \_\_\_\_\_\_\_\_\_\_\_\_\_

 (Date)

Approved by Oklahoma State Regents for Higher Education \_\_\_\_\_\_\_\_\_\_\_\_\_

 (Date)