THE UNIVERSITY OF
ALABAMA® | *Office for* Academic Affairs

Change/Add Delivery Method for Approved Program, Certificate, Concentration or Minor

Adding or changing the method of instructional delivery to an existing academic award requires internal approval and SACSCOC notification prior to implementation. A specific method of delivery applies when 50% or more of a program is delivered by that method. Three methods of delivery identified in the SACSCOC Substantive Change Policy are:

- Competency-based education
- Distance Education
- Face-to-Face Instruction

If you intend to add or change the method of instructional delivery, please complete and submit the following form, along with a letter of support from the department chair and dean, to the SACSCOC liaison for initial review. The SACSCOC liaison will submit to the appropriate internal university committee (Undergraduate Council or Graduate Council) for review. After internal approvals, the SACSCOC liaison will notify SACSCOC of the approved change/addition. Please note: This also applies to Main Campus programs in which enough courses are offered online that students could complete 50% or more of the program online.

Proposed Date of Implementation:_____ **Name of the Program:**_____

Award (e.g., BS, certificate): _____ **CIP Code: (if applicable)** _____

Department:_____

Department Chair: _____

Email:_____**Phone:**_____

Program Coordinator (if different than department chair):_____

Current Method of Delivery: ☐ **Competency-Based**   ☐ **Distance (Online)**   ☐**Face to Face (Main Campus)**

Method of Delivery to be added: ☐ **Competency-Based**   ☐ **Distance (Online)** ☐**Face to Face (Main Campus)**

If you are requesting to change your method of delivery to "Distance (online)," have you been approved for support by the Office of Teaching Innovation and Digital Education (OTIDE)?   ☐**Yes**   ☐**No**

Do you intend to discontinue any CURRENT methods of delivery? ☐ **Yes**   ☐ **No**
(*If yes, a teach-out plan is required. A Teach-Out Form will be sent to you.*)

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What current method of delivery will you be discontinuing? ☐ **Competency-Based** ☐ **Distance (Online)** ☐**Face to Face (Main Campus)**

Rationale (i.e., reason for requesting a change in delivery method)

Additional Required Questions:

What is your expected student demand?

What is the availability of qualified faculty?

What are the curriculum requirements for the program? (**Submit a copy of the curriculum plan by semester**)

Will there be curriculum (course requirement) changes as a result of the proposed change in the method of delivery?

☐ **Yes**   ☐ **No**

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Will appropriate student resources and support be available?

What is the cost of implementation?

What are the student learning outcomes for the program offered by the current method of delivery? Will these change? How will student learning outcomes be assessed in the new method of delivery and compared to current student learning outcomes?

Affirmations

In submitting this document, department faculty, chair, and college dean affirm the following:

- The existing program has been approved and is listed in the appropriate inventory or catalog.
- Each course syllabus for the program contains clearly defined and measurable course-level student learning outcomes to be achieved upon completion of the course.
- Instructors assigned to teach each course hold the appropriate degrees and/or credentials, qualifying them to teach the respective course in accordance with The University of Alabama Instructor of Record Policy.
- Each course meets The University of Alabama Credit Hour Policy.
- Assessment of student learning outcomes of the proposed programs will be conducted according to UA assessment policies and practices.
- Students enrolled in the proposed program will have access to the same or comparable library and information resources as any other UA student.
- Students enrolled in the proposed program will have access to the same or comparable student and academic support as any other UA student.
- Staffing and services are in place to support the additional method of instructional delivery.