

## PROPOSAL FOR AN ONLINE PROGRAM

**Date:** \_\_\_\_\_

**College/School:** \_\_\_\_\_

**Department/Divison:** \_\_\_\_\_

**Program (Major and Degree):** \_\_\_\_\_

**Will any approved areas of emphasis be offered under this major?** \_\_\_\_\_

**Proposed Effective Date:** \_\_\_\_\_

The proposal for an online program must include a brief narrative that addresses the following points:

- 1. Assessment**  
A needs assessment demonstrating a sufficient pool of qualified applicants.
- 2. Admission Requirements**  
All requirements for admission to an Online Academic Degree Program will be the same as those for the same degree at an authorized unit.
- 3. Program Content**  
The basic curriculum of the program will be equivalent to the authorized unit's approved program. The criteria for electives or substitutions for specific requirements will be equivalent online.
- 4. Student Support Services**  
Each proposal must describe how students will have access to appropriate learning and student support services to ensure full participation in the learning experience. Services to be considered include academic advising or an advisory committee, technology support, financial aid advising, career planning, and disability services. Any special accommodations made for distance education students must be described.
- 5. Resident Requirements**  
Residence requirements will be identical to those established for the authorized degree program with residence at the approved location serving to meet that requirement.
- 6. Program Management**  
Each proposal must contain a specified plan for program maintenance and

program quality. This plan will provide contact persons at cooperating units, a detailed timetable, and complete plans for application and matriculation of students. In addition, specific plans should be provided concerning the schedule of courses, the duration of the program, program review, and possible duplication with other programs in the immediate area.

**7. Library and Laboratory Resources**

The proposal must include a review of existing library and laboratory resources (or other specialized resources) at the host location. If deficiencies exist, the proposal must include a plan, including timetable and budget, for alleviating the deficiencies.

**8. Budget**

The budget must provide a realistic estimate of the costs of developing and implementing a quality program. Consequently, each program budget must contain detailed estimates—specified separately for authorized and cooperating units—concerning faculty and staff positions, library, laboratory, and other specialized facility resource requirements, travel and other significant operating expenses. If the support for the program is the result of an internal reallocation of resources, explicit details should be included in the proposal. The budget must reflect the start-up costs of the program, projected costs for completion of the first cycle of students, and additional costs associated with any future cycles of students.

**9. Program Costs Assessed to Students**

Any costs beyond those normally associated with the program on campus must be spelled out and justified.

**10. E-Rate**

If an e-rate will be charged, an approved e-rate form must be submitted through the Office of Online Learning.