

Implementation of Distance Learning Degree Programs

Report due to IHL: *As needed by institution* (See 2023-24 deadlines)

Template: Intent to Offer an Existing Degree Program by Distance Learning (Appendix 10)

File Types to Submit to IHL: PDF format with signatures

Corresponding Board Policy: 509

Intent to Offer, Modify, or Delete Distance Learning Programs are presented as information to the Board of Trustees at all regular Board meetings: January, February, March, April, May, June, August, October, and November. All distance learning programs shall be in accordance with Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) *Principles of Accreditation* and Southern Regional Education Board *Principles of Good Practice*. Unless otherwise provided, all Board and university policies, standards, and guidelines for on- and off-campus instruction apply to distance learning. (If the distance learning program is a new degree program rather than an extension of a degree program already approved by the Board of Trustees, a *New Degree Program Proposal* must be completed.)

It is expected that all distance learning degree programs:

- Will be consistent with the role and mission of the institution;
- Will be considered only when all university degree programs within that discipline have professional accreditation (if available) and have met the minimum standards of productivity;
- Will be considered only when professional accreditation will be sought for this program (if available);
- Will require no more than 124 credit hours towards graduation if the request is for an undergraduate program unless it meets the standard for exception;
- Will be consistent with the curricula of similar programs in this discipline and will meet any licensing or certification needs;
- Will meet local, state, regional, and national educational, societal, or cultural needs;
- Will not be unnecessarily duplicative of other programs within the System;
- Will be funded through documented resources;
- Will include procedures for program effectiveness; and
- Will take into account Board Policy 201.0507 (especially, sections D, E, and I).

Process

1. A university requesting to offer a degree program by distance learning shall submit an electronic, signed PDF copy of the ***Intent to Offer an Existing Degree Program by Distance Learning*** to the Office of Academic and Student Affairs (OASA).
2. The Report will be evaluated by OASA.
3. The Report will be placed on the agenda of the Chief Academic Officer's Council meeting.
4. The Associate Commissioner of Academic and Student Affairs will apprise the respective Chief Academic Officer of OASA's evaluation of the Report.
5. The Board of Trustees will receive the *Distance Learning Report of Intent* on the Information Agenda at the appropriate meeting.