

*Oklahoma State Regents for Higher Education*  
**EXISTING PROGRAM ONLINE DELIVERY REQUEST FORM**

**If requesting institution has gone through the electronic delivery approval process and has been approved to offer electronically delivered programs, subsequent programs may be requested through the abbreviated process which is listed on page five of this form. If you have any questions contact Dr. Stephanie Beauchamp 405-225-9399.**

Institution submitting request: \_\_\_\_\_

State Regents' three-digit program code and Program name of the program: \_\_\_\_\_

Date of Letter of Intent \_\_\_\_\_

Date of Governing Board Approval \_\_\_\_\_

**Signature of President:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Complete this section ONLY if the requesting institutions HAS NOT gone through the electronic delivery approval process and has not been approved to offer electronically delivered programs.**

**3.16.11 Program Approval Procedures for Online**

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 (State Regents' Policy 3.16.2). Criteria for approval are based on qualitative consideration and the compatibility of the requested offering with the institution's mission and capacity as described below.

**2. Delivery Method**

Electronically delivered programs must describe the delivery method that will be used to deliver the program content (e.g., Blackboard, Desire2Learn, etc.) and the major features that will facilitate learning. (State Regents' Policy 3.16.11.B.2)

**3. Demand for the Program**

Proposed programs must respond to the needs of the larger economic and social environment. Thus, the institution must demonstrate demand for the proposed program. (State Regents' Policy 3.4.5.F)

The proposal should show evidence of sufficient student and/or employer need for the program to be offered in this learning mode. Evidence should also demonstrate employer's preference for graduates of the proposed program and target audience (State Regents' Policy 3.16.11.B.3) especially in the five workforce ecosystems developed by the State Department of Commerce that includes aerospace and defense, energy, agriculture and biosciences, information and financial services, and transportation and distribution.

#### **4. Unnecessary Duplication**

The elimination of unnecessary program duplication is a high priority of the State Regents. Where other similar programs may serve the same potential student population, the proposed program must be sufficiently different from existing programs or access to existing programs must be sufficiently limited to warrant initiation of a new program. (State Regents' Policy 3.4.5.H and 3.16.11.B.4)

Provide specific evidence that offering the existing program in the proposed learning mode is not unnecessarily duplicative of similar offerings in the state.

#### **6. Requests for New Programs.**

Requests for new programs for offering on-campus and/or through an online format will be submitted for initial approval through the *Academic Program Approval Policy 3.4*.

#### **7. Cost and Funding of the Proposed Program**

The resource requirements and planned sources of funding of the proposed learning mode must be detailed in order to assess the adequacy of the resources to support a quality program. This assessment is to ensure that the program will be efficient in its resource utilization and to assess the impact of this proposed learning mode on the institution's overall need for funds. (State Regents' Policy 3.16.11.B.7)

Provide productivity goals related to the cost and funding of the proposed program.

#### **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.

- A. Faculty.** Describe the training and faculty development that the faculty receives to achieve competency in the technology required for teaching at a distance. (State Regents' Policy 3.16.5.A)

- B. Faculty/Student Interaction.** Describe the provisions for appropriate real-time and delayed interaction between faculty and students and among other students enrolled in the class. (State Regents' Policy 3.16.5.B)

- C. Academic Integrity.** Describe methods that are in place for ensuring academic integrity. (State Regents' Policy 3.16.5.C)

- D. Student Confidentiality.** Describe methods that are in place to ensure the confidentiality and privacy of student personal data. (State Regents' Policy 3.16.5.D)

- E. Identify Verification.** Institutions shall have an appropriate method to verify the identity of students taking distance education courses (State Regents' policy 3.16.5.E).

- F. 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. What methods are employed to ensure adequate and accurate information? (State Regents' Policy 3.16.5.F)

**G. Learning Resources.** Students shall have access to facilities and learning materials on essentially the same basis as students in the same program or course taught at the main campus. Describe the resources that are available to distance learning students. (State Regents' Policy 3.16.5.G)

**H. Academic Calendar Requirements.** The standards observed relating to the number of course meetings and total time spent in the course 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. (State Regents' Policy 3.16.5.H)

**I. 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). (State Regents' Policy 3.16.5.I)

**J. 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. Online programs must make these services available to students in electronic format using the working assumption that these students will not be physically present on campus. (State Regents' Policy 3.16.5.J)

**K. 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 program. (State Regents' Policy 3.16.5.K)

**L. 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 class, including, but not limited to, word processing and other productivity tools, e-mail, and Internet services. (State Regents' Policy 3.16.5.L)

### **3.16.11 Approval of Subsequent Online Programs**

The process for requesting additional existing programs (new programs must be requested through the *Academic Program Approval* policy) through online delivery or other computer-mediated format is for the President to send the following information to the Chancellor: 1) letter of intent 2) the name of the program, 3) delivery method/s, 4) information related to population served and student demand, 5) cost and financing.

The letter of intent must have been submitted to the Chancellor prior to filling out the request form.

#### **2. Delivery Method**

Electronically Delivered Programs must also describe the delivery method that will be used to deliver the program content (e.g., Blackboard, Desire2Learn, etc.) and the major features that will facilitate learning. (State Regents' policy 3.16.11.B.2)

#### **3. Demand for the Program**

Proposed programs must respond to the needs of the larger economic and social environment. Thus, the institution must demonstrate demand for the proposed program. (State Regents' Policy 3.4.5.F)

The proposal should show evidence of sufficient student and/or employer need for the program in this learning mode. Evidence should also demonstrate employer's preference for graduates of the proposed program and target audience (State Regents' Policy 3.16.11.B.3) especially in the five workforce ecosystems developed by the State Department of Commerce that includes aerospace and defense, energy, agriculture and biosciences, information and financial services, and transportation and distribution.

**7. Cost and Funding of the Proposed Program**

The resource requirements and planned sources of funding of the proposed learning mode must be detailed in order to assess the adequacy of the resources to support a quality program. This assessment is to ensure that the program will be efficient in its resource utilization and to assess the impact of this proposed learning mode on the institution's overall need for funds. (State Regents' Policy 3.16.11.B.7)

Provide productivity goals related to the cost and funding of the proposed program.