This page can be used to help guide proposers through a request to deliver a program online.

As a general note, most delays in the program approval process are the result of 1) incomplete proposals; and 2) proposers who do not respond to reviewers in a timely fashion.

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| SENATE CHECKLIST | |
|  | 1. Submit substantive change form through the Office of Strategic Planning and Institutional Effectiveness (OSPIE) |
|  | 1. Contact UK Online for assistance |
|  | 1. Online program form BEGUN (This is a separate document, to be uploaded into Curriculog.) |
|  | 1. New/change course proposals BEGUN AND LAUNCHED in Curriculog (if relevant) |
|  | 1. New program/program change proposal BEGUN in Curriculog. |
|  | 1. SOLICIT letters of support from affected units and upload into Curriculog (if relevant) |
|  | 1. SOLICIT letters/minutes/emails of support for borrowed courses and upload into Curriculog. (Acceptable documentation: will include the course prefix and number; must come from DUS, DGS, or department chair; and must include confirmation that the course will continue to be delivered 100% via distance learning.) |
|  | 1. Online Delivery Form completed and ready to incorporate into a single “Online” upload for Curriculog |
|  | 1. Distance Learning Inventory Workbook completed and ready to upload into Curriculog |
|  | 1. SAP Program Structure (from OSPIE) ready to incorporate into a single “Online” upload for Curriculog |
|  | 1. Online letter of administrative feasibility from the Dean(s) ready to incorporate into a single “Online” upload for Curriculog |
|  | 1. Written documentation of approval for use of borrowed courses (including confirmation of delivering all content 100% via distance learning) RECEIVED and ready to incorporate into a single “Online” upload for Curriculog |
|  | 1. New program/program change proposal LAUNCHED in Curriculog |

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| MISCELLANEOUS CHECKLIST FOR PROPOSERS (if needed) | |
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| MISCELLANEOUS NOTES FOR PROPOSERS (if needed) |
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