Fully Online Approval Form

A "fully online program" is any degree program, certificate program, major, or minor that is completed using only "fully online courses." A program delivered fully online is required to deliver all synchronous or asynchronous course instruction completely online. Requirements for students to come to campus for orientations, assessments, or academic support services does not exclude a program from being fully online, but online programs should strive to provide these services online or make accommodations when possible. *Units must continue to offer the program fully online unless the online modality is closed via the Senate process to suspend or close admissions.* Completion and approval of this form will accomplish the following:

1. Initiate the addition of the fully online program in SAP, the Admissions application, and the UK Online portal.
2. Allow the program to advertise as a fully online program.

Please note that when the Senate approves a program as fully online, the following administrative policies will apply:

1. Undergraduate students enrolled in fully online courses (DL Internet Web-Based) will receive the Online Learning Tuition rate for those courses.
2. Graduate students only enrolled in fully online courses (DL Internet Web-Based) or hybrid courses (DL-Hybrid) will receive the resident graduate tuition rate for those courses.
3. For a fully online program, the college of instruction will only receive online tuition share for the fully online courses (DL Internet Web-Based) completed by students who are enrolled in that fully online program. This is a complex issue; contact your Associate Dean for more information.

1. GENERAL INFORMATION

1a	College:		1b	Department:	
1c	Program or Certificate Name (e.g. Biology or Aerospace Engineering):		1d	Program Type (e.g. Undergraduate Certificate, Graduate Certificate, Minor, or Degree Designation such as BA, MS, or EdD)	
1e	Date of Contact with OSPIE:		1f	CIP Code:	
1h	Today's Date:				
1i	Accrediting Agency (if applicable):				

1j	Requested Effective Date:	Fall semester following approval.	OR	Specific Fall Semester:	

Please note that while approval cannot be accelerated, the unit may opt to delay the effective date if needed.

1k	Dept. Contact Person:		1l	Email:	

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2. DELIVERY MODE

2a	Describe the rationale for creating online delivery of the traditional program.		
2b	Utilizing the file from the Office of Strategic Planning & Institutional Effectiveness (OSPIE), describe the broader academic structure of the existing program.		
2c	Which part of the existing program structure will be offered fully online? • Entire minor/certificate/degree • Specific track, concentration, or specialization within a minor/certificate/degree		
2d	If only offering specific track, concentration, or specialization within a minor/certificate/degree" fully online, list the selected ones to be offered fully online below.		
2e	Will the program you are requesting to offer online still be offered face-to-face?	Yes ☐	No ☐
	If no, continued compliance with SACSCOC's accreditation standards requires that all program suspensions and closures, including suspension of a modality, must be reported and have a teach out plan approved by the Senate. To initiate this process, request approval through the *Program Suspensions and Closure form.*		
2f	Provide the date of the vote by the faculty of record affirming that the current curriculum is appropriate for fully online delivery.		
2g	Have all courses been approved for Distance Learning Delivery? Consider college requirements, UK Core requirements, and Graduation Composition & Communication Requirement (GCCR).	Yes ☐	No ☐
	If not, which courses will be/have been submitted in Curriculog for approval?		
2h	All required courses must be available fully online. Regarding guided or free elective courses, will moving to fully online result in online students having fewer of these courses to choose from?	Yes ☐	No ☐
	If yes, provide a rationale explaining how the curriculum meets program requirements to provide a comparable learning experience.		
2i	Will fully online courses be offered less frequently than face-to-face courses?	Yes ☐	No ☐
	If yes, explicitly describe which fully online courses will be available less frequently and provide a rationale explaining how the curriculum accommodates time to degree completion.		
2j	Will courses for the online curriculum be offered by another educational unit?	Yes ☐	No ☐

	For courses borrowed from another unit, a letter of support is required from the other unit's chair confirming that the course will continue to be offered online until both unit chairs agree to stop using the course.		

3. RESOURCES

3a	Program infrastructure may include centrally supported services and technology such as the Learning Management System, video conferencing tools, proctoring, state authorization/licensure support, instructional design support, faculty development, student support services, etc. Will your program include additional services and technology?	Yes ☐	No ☐
	If yes, describe any additional program infrastructure that will be provided to support distance delivery methods and ensure that the Dean's letter of feasibility reflects this support.		
3b	UK has standard and differential tuition rates. Will students in the fully online program be charged the standard University tuition rate?	Yes ☐	No ☐
	If no, briefly describe the tuition to be charged and ensure the Dean's letter of feasibility describes the differential tuition rate in detail.		
3c	Describe your plan to ensure instructors are trained to deliver courses in the online program. For information on Program/Course Level Best Practices click here.		
3d	Explain how online courses will be adapted and built in the Learning Management System (e.g. Canvas) to create a cohesive program. For information on program- and course-level best practices click here.		
3e	Technical support for instructors and students in fully online courses include ITS Customer Service, Canvas Support, Zoom Support, Distance Learning Library Services (DLLS), Respondus-Monitor, and ProctorU. Are there additional types of technical support that students and instructors will need? If yes, who will provide that additional technical support and how?	Yes ☐	No ☐
3f	In general, programs offered fully online will use the same program-level assessment plan that is already approved by OSPIE for your existing program. Will you assess the proposed online program using the same program-level assessment plan that is already approved by OSPIE for your residential program?	Yes ☐	No ☐
	If not, please provide a new program-level assessment plan for the proposed online program.		

3g	SACS expects a sufficient number of regular full-time faculty teaching in a program and that students in a residential program have comparable experiences to fully online students. Describe the number and types of instructors teaching courses in the fully online program. Ensure that the Dean's letter of feasibility addresses this.
3h	Distance learning courses require complex preparation, and course instructors sometimes change. Describe how your program will address issues related to course transition planning.
3i	The role of faculty in a program is not restricted to formal course delivery. Describe processes in place to ensure students in fully online programs have the same informal yet structured access to faculty as residential students, such as advising, mentoring, research opportunities, virtual meet-and-greets.
3j	SACS Standard 10.6 requires, at the time of registration or enrollment, that distance learning programs notify students in writing of costs associated with verification of student identity such as exam proctoring fees and background checks. Describe how the program will ensure this standard is met.

4. MISCELLANEOUS

4	Is there anything else you would like to say about this proposal?