

## Approval Guidelines to Offer an Online Option for Existing Face-to-Face Programs

The Commission on Institutions of Higher Education meeting on September 19, 2014 granted the University of New Hampshire general authority to offer distance education programs within the scope of its mission. UNH was granted this general approval because the institution has demonstrated its capacity to offer high quality academic programs in an online format. Governance structures and institutional policies are consistent in online and face-to-face programs; student learning outcomes developed for online programs are comparable to those developed for similar programs delivered in the face-to-face modality; and the institution's systematic and regularized program review process is applied to online programs. Noted by the Commission were the inclusion of course evaluations for online courses, lessons learned from existing online programs to provide student support services by ensuring that online students are provided with all materials prior to the start of the course, and that processes have been implemented to facilitate timely responses to online students by staff and faculty. The university's "robust information technology infrastructure" and the appointment of a Student Success Coach were cited.

To ensure that online graduate programs maintain the quality and rigor expected of all programs be they online, face-to-face, or blended, any change in the modality of an existing program where more than 50% of the curriculum will be offered online must be reviewed by the Graduate Council, or the appropriate Committee of the Council, and recommended to the Provost by the Graduate Dean. Note: Proposals for new academic programs already must indicate the modality of delivery as part of the approval process.

Proposals to offer an existing program online must include:

1. Name of the program (degree/major)
2. Person to contact
3. Date of implementation
4. Rationale for offering program online, including the program's experience in offering online courses
5. Nature of online offering (completely online or blended) and impact on existing face-to-face program
6. Proposed curriculum and any differentiation of curriculum from the face-to-face modality
7. Course schedule for offering program over the first 3 years of the program, including whether or not the program follows the eUNH calendar
8. Projected enrollment and/or cohort size
9. Plans to measure and assess the effectiveness of the online offerings, including an assessment of student outcomes and any assessment data on existing online components
10. Faculty information: Who are the faculty assigned for delivering the online program, what training is required, and how are they evaluated to ensure a high quality program?
11. Support: What student and academic services are provided from admissions through completion to ensure student success?
12. A letter of support from the department/program chair and college dean

Proposals should normally be submitted to the Graduate School one semester prior to the proposed date of implementation of the program.