 **OFFICE OF THE CHANCELLOR**

**Academic Affairs**

**Notification of Change in Delivery Method**

\*All fields must be completed within applicable sections. Please note carefully definitions of program delivery modalities from Procedure & Standard 2016-3 below

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| --- | --- | --- | --- | --- | --- |
| **HEADER INFORMATION** | | | | | |
| University: Select university. | | | | | |
| Program Type: **Select program.** | | | Proposed Implementation Date: Click to enter date. | | |
| Current Delivery Methods: | Face-to-Face  Online 100%  Blended/Hybrid  Interactive TV  Multi-modal/HyFlex | | Proposed Delivery Methods:  (check all that apply) | | Face-to-Face  Online 100%  Blended/Hybrid  Interactive TV  Multi-modal/HyFlex |
| \*Reminder to Notify/Seek Approval from MSCHE as applicable | | | | | |
| **Select program. DETAILS** | | | | | |
| Program Name: Click here to enter text. | | | | | |
| Award (major only): Click here. | | CIP: Click here. | | API Program Identifier: Click here. | |
| If concentration is being changed, please provide the details of the associated Major below. | | | | | |
| Major Name: Click here to enter text. | | | | | |
| Major Award: Click here. | | Major CIP: Click here. | | Major API Program Identifier: Click here. | |

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| **DESCRIPTION** |
| Please provide a brief description of the program. |
| **Click here to enter text.** |
| For programs that are 100% online, please provide the URL of the program’s website. |
| **Click here to enter text.** |

**From P&S 2016-3 Requirements for Initiation and Change of Credit-bearing Academic Programs**

**Program Delivery Modalities**: Delivery modalities in which programs are **designed** to be delivered:

* 1. Face-to-Face: Academic program designed to be delivered in the physical presence of the instructor. In practice, some of the program could be delivered remotely, whether online or ITV, without altering the intent of the program design, so long as the program can be completed 100% face-to-face.
  2. Blended/Hybrid: Academic program designed to be delivered in a combination of face-to-face instruction in the physical presence of an instructor and online instruction. The program is not designed to be completed either fully online or fully face-to-face, but a planned combination of both modalities.
  3. Online 100%: Academic program designed to be delivered fully online, whether asynchronously, synchronously, or a combination; 100% of all program components is to be completed online with no face-to-face meetings required.
  4. Interactive Television: Academic program designed to be delivered 100% via videoconferencing technology. ITV assumes students gathered in one or more remote classroom locations for synchronous instruction.
  5. Multi-modal/HyFlex: Academic program designed to be delivered in courses that meet the definition of multi-modal: delivery of instruction using face-to-face classroom instruction in addition to synchronous and/or asynchronous online technologies and in which students may participate using any or all of the modalities through the semester.

**\*MSCHE Substantive Change Guidelines (July 2020, p. 6)**

If the action of the Commission is to include the alternative delivery method within the institution’s scope of accreditation, then the institution has broad approval to offer programs through that delivery method. However, federal regulation *34 CFR § 602.22(b)* requires that the institution must notify the Commission when subsequent existing programs are converted (after July 1, 2020) to a different method of delivery. Institutions that have had a non-compliance action (warning, probation, or show cause—issued or continued) in the last 3 years or are under a provisional certification for participation in title IV, Higher Education Act (HEA) programs will have to obtain prior approval from the Commission before implementation as described in Section III Required Notifications or Prior Approvals of this document and in the *Substantive Change Procedures*.

***34 CFR § 602.22(b)***

**(b)** Institutions that have been placed on probation or equivalent status, have been subject to negative action by the agency over the prior three academic years, or are under a provisional certification, as provided in [34 CFR 668.13](https://www.law.cornell.edu/cfr/text/34/668.13), must receive prior approval for the following additional changes (all other institutions must report these changes within 30 days to their accrediting agency):

**(1)** A change in an existing [program](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=1a436b368ee0473ae715aa8dc5bf81b7&term_occur=999&term_src=Title:34:Subtitle:B:Chapter:VI:Part:602:Subpart:B:Subjgrp:12:602.22)'s method of delivery.

**(2)** An aggregate change of 25 percent or more of the clock hours, credit hours, or content of a [program](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=1a436b368ee0473ae715aa8dc5bf81b7&term_occur=999&term_src=Title:34:Subtitle:B:Chapter:VI:Part:602:Subpart:B:Subjgrp:12:602.22) since the agency's most recent [accreditation](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=eba069e0c89a13dba7c086ebbe90e0fe&term_occur=999&term_src=Title:34:Subtitle:B:Chapter:VI:Part:602:Subpart:B:Subjgrp:12:602.22) review.

**(3)** The development of customized pathways or abbreviated or modified courses or [programs](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=1a436b368ee0473ae715aa8dc5bf81b7&term_occur=999&term_src=Title:34:Subtitle:B:Chapter:VI:Part:602:Subpart:B:Subjgrp:12:602.22) to -

**(i)** Accommodate and recognize a student's existing knowledge, such as knowledge attained through employment or military service; and

**(ii)** Close competency gaps between demonstrated prior knowledge or competency and the full requirements of a particular course or [program](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=1a436b368ee0473ae715aa8dc5bf81b7&term_occur=999&term_src=Title:34:Subtitle:B:Chapter:VI:Part:602:Subpart:B:Subjgrp:12:602.22).

**(4)** Entering into a written arrangement under [34 CFR 668.5](https://www.law.cornell.edu/cfr/text/34/668.5) under which an institution or organization not certified to participate in the title IV, HEA [programs](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=1a436b368ee0473ae715aa8dc5bf81b7&term_occur=999&term_src=Title:34:Subtitle:B:Chapter:VI:Part:602:Subpart:B:Subjgrp:12:602.22) offers up to 25 percent of one or more of the accredited institution's educational [programs](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=1a436b368ee0473ae715aa8dc5bf81b7&term_occur=999&term_src=Title:34:Subtitle:B:Chapter:VI:Part:602:Subpart:B:Subjgrp:12:602.22).