

Proposal to Change Mode of Instruction to Online for Multi-Mode (Hybrid) and Web-Based Courses

Date: _____

Department: _____ Subject and Catalog Number: _____

Does this proposal apply to a particular Faculty Member: yes no

If yes, please provide Faculty Member Name: _____

Check appropriate structure: Web-Based Multi-Mode

**If regular class meetings are held (classroom hours greater than zero), the course is defined as “multi-mode.”
If no classroom hours exist other than orientation and exams, the course is defined as “web-based.”**

Requested reduction in classroom hours: From: _____ hrs/wk To: _____ hrs/wk

Please be aware that, in consultation with your department chair, your classroom is likely to be reassigned to another course during hour(s) it is not in use.

Attach the course syllabus and indicate how the course will be structured to ensure that the expected student learning outcomes and student workload are equivalent to those for face-to-face instruction. Use additional pages as needed. A syllabus in compliance with APM 241 will generally suffice with brief explanatory comments regarding outcomes and workload.

Plans for offering course in this format: _____ sections per semester.

The final examination / culminating experience will be given

In class at the scheduled time

Online

Other (describe) _____

Signatures Required for Approval (attach comments as appropriate):

	Name	Signature	Date
Center for Faculty Excellence			
Graduate Program Coordinator			
Department Chair			
School Curriculum Committee Chair			
School Dean			
Graduate Curriculum Subcommittee/Dean of Research & Graduate Studies			

This course will be reviewed consistent with campus curricular procedures.

Please submit completed form to:

Division of Research and Graduate Studies
Dean of Research and Graduate Studies
Thomas Administration Building, Room 130
M/S TA 51