

Proposal to Change Mode of Instruction to Online or Blended 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: _____

What percentage of the course will be taught online:
 _____ Blended I (20 – 66%) _____ Blended II (67 – 99%) _____ Online (100%)

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.

How often will this course be taught in this format? _____

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.

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 Syllabus Review			
Department Chair			
College Curriculum, Chair			
Dean			
Undergraduate Curriculum or Graduate Curriculum, Chair			
Center for Faculty Excellence Course Review			
Provost's Designee			

This course will be reviewed consistent with campus curricular procedures.

Submit completed form to the office of the Vice Provost (M/S ML54) and keep a copy for your records.

APM 206: <http://fresnostate.edu/academics/facultyaffairs/documents/apm/206.pdf>
 APM 241: <http://www.fresnostate.edu/mapp/documents/apm/241.pdf>