

Policy on Required Notification for Alternative Format Courses
(that are part of a major, minor, and/or certificate program)

Date Proposed:	March 14, 2013
Date Recommended by CAPC:	May 2, 2013
Date Approved by Provost:	May 16, 2013

Policy

Prior to submission of paperwork for curriculum review, proposing programs must notify departments/programs that will be affected by changes to course delivery when courses change in the following ways:

1. Traditional Format to Distance Education (80-100% on line)

The notification statement should be sent when a DE course will completely replace a traditionally-delivered course, and/or when there is a shift in the cycle in which a course is regularly offered (i.e., to new semester and/or if synchronous time is required).

2. Traditional Format to Condensed Format (See Undergraduate Condensed Format Course Policy [March 31, 2011] for definition and policies on CF courses)

The notification statement should be sent when there is a shift from a course being offered as a traditional format course during the academic year to being offered **only** in a condensed format during the winter and/or summer sessions.

After notification, **departments affected by changes in course delivery may choose to submit an impact statement** to be included with the course delivery proposal.