**Proposal to Change Mode of Instruction to Online**

**for Hybrid and Online 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 30-79% of regular class meetings are held, the course is defined as “hybrid.” If classroom hours are less than 80% of what would normally be scheduled, the course is defined as “online.”**

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** |
| **Technology Innovations for Learning & Teaching (TILT)** |  |  |  |
| **Department Curriculum, Chair** |  |  |  |
| **College Curriculum,****Chair** |  |  |  |
| **Dean** |  |  |  |
| **Undergraduate Curriculum or Graduate Curriculum, Chair** |  |  |  |
| **TILT Instructional Design Course Review** |  |  |  |
| **Provost’s Designee** |  |  |  |

This course will be reviewed consistent with campus curricular procedures.

**Please submit completed form by the due date to:** Xuanning Fu

Dean of Undergraduate Studies

M/S ML 54