REQUEST FOR AUTHORIZATION TO ESTABLISH A DISTANCE EDUCATION PROGRAM – NORTH CAROLINA STATE UNIVERSITY
(adapted from UNC-GA Memorandum #372)

Instructions: Requests for authorization to establish a new degree-related distance education program should be submitted following NC State University’s policies and procedures for planning and delivering credit courses via distance education and UNC-GA’s Memorandum #372. This request, including all supporting documentation and approvals at the department and college levels, should be submitted to the Vice-Provost for Continuing Studies at least 120 days (4 months) prior to the proposed date of initiation. If the request to establish constitutes a substantive change as defined by SACS, Continuing Studies will submit a copy of this request to University Planning and Analysis for submission to SACS.

Institution: North Carolina State University  
Date: ___________________________________

Program Title: ________________________________________ API Code #: ____________________

Program Level: _______________________________________ Proposed Date of Initiation: ___________________________________

Substantive Change Questions:
1. Will at least 50% of the proposed program’s credits be offered off-campus? Yes _____ No _____
2. Is the proposed site a new location for NC State’s off-campus programs? Yes _____ No _____
3. Is this the first time the proposed program has been offered off-campus? Yes _____ No _____
4. Is this the first time the proposed program has been offered through distance learning technology? Yes _____ No _____
5. Does this program constitute a substantive change as defined by SACS? Yes _____ No _____
6. If so, which substantive change policy or procedure applies? _____________________________________________
7. By what date should SACS be notified?  ___________________________________

Program Information – Please attach documentation which addresses each of the following items. (For consistency, please submit the information in accordance with the following guidelines: 1) font - Times New Roman 10 point, 2) single spaced text printed on one side only, 3) one inch margins, and 4) bottom-centered page numbering on all pages submitted.)

Section A - The Nature of the Proposed “Change”
1. Briefly describe the proposed program. (Include a curriculum display.)
2. Describe the intended audience for the program and document the need for the program. (Include results of surveys or special studies).
3. What is the projected enrollment at each site for each of the years one through five?

Section B - Relationship to Institutional Mission
4. Briefly describe the relationship of the proposed program and site(s) to NC State’s purpose and mission.

Section C - Locations and Delivery Systems
5. Indicate the proposed locations for the program, including both group sites (GS) and geographical areas of individual access (IA). For each location where the program is being offered by technology-based instruction (TBI), the delivery system(s) being used at each site should be identified. Describe any arrangements made with other entities to deliver instruction via TBI - e.g., broadcast television, cable television, ITFS, compressed video, satellite systems, computer systems, and recorded media.

Proposed Location(s):

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Section D - Ensuring Program Quality
6. Describe:
   (a) process followed to plan the program and select the site(s),
   (b) procedures for systematic evaluation of instructional results (include measures to be used to evaluate the program and a timetable or schedule for the evaluations),

(please see page 2 for continuation of form)
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(c) process for monitoring and evaluating programs at new site(s).
(d) any differences in admission or graduation requirements for students enrolled at new site(s), and
(e) any special arrangements for grading, transcripts, or transfer credit policies.

Section E - Faculty and Support Staff

7. Describe the role of participating faculty in selection of course content.
8. What is the number of faculty expected to deliver instruction? How is this number distributed over regular and adjunct faculty? Use the SACS Commission on Colleges “Roster of Instructional Staff” form to list faculty members involved in preparing/presenting instructional material and their qualifications.
9. Describe procedures for the evaluation of faculty teaching at this site(s).
10. Describe NC State’s policy on faculty teaching load (available in NC State’s policies and procedures for planning and delivering credit courses via distance education, which is available on the web).
11. Provide the number and responsibilities of support staff (e.g., program coordinator).

Section F - Learning Resources and Other Administrative Support

12. Describe arrangements made to provide learning resources and services of an appropriate breadth and quality to students enrolled at the new site(s) - e.g., mailing of materials, arrangements for accessing library resources and services, use of computerized data banks, student purchases of resource materials, and other information made available to students.

Section G - Student Support Services

13. Describe means by which NC State will provide support services for students enrolled at the site(s) - e.g., admissions, skills assessment, course registration, records maintenance, academic advising, counseling, etc.

Section H - Contractual Arrangements for Support Services

14. Describe any contractual or other arrangements for the use of support services provided by other institutions or organizations.

Section I - Organizational Structure

15. Describe the organizational structure for the administration of the new site(s) and note any special administrative arrangements for the delivery of technology-based instruction.

Section J - Financial Resources

16. Present the budget for the proposed program, showing projected revenues (including receipts, state appropriations, grants, etc.) and expenditures, indicating how such resources will be secured. The budget should cover the entire period anticipated for a cohort to complete the degree program. Indicate the amount of resources going to institutions or organizations providing contractual instruction or support services.

Section K – Instructional Materials Acquired From Another Organization or Institution

17. If NC State must acquire any or all of its instructional materials from another organization or institution, describe the:
   (a) procedures to identify and evaluate the selection of instructional materials,
   (b) process to edit or adapt acquired materials,
   (c) NC State resources to produce supplemental materials, and
   (d) the accreditation status of the organization/institution with which contractual or other arrangements were made.

I hereby certify that the required coordination with other constituent institutions of the University of North Carolina has been completed in accordance with procedures set forth in Academic Program Development Procedures, The University of North Carolina (1997).

Request Initiator:  __________________________________________________________________________________
(Signature) (Date)

Approved:  __________________________________________________________________________________
(Academic Department Head) (Date) (College Dean) (Date)

Approved:  __________________________________________________________________________________
(Coordinator of International Programs (for courses outside U.S.) (Date)

Approved:  __________________________________________________________________________________
(Vice-Provost for Continuing Studies) (Date)

Approved:  __________________________________________________________________________________
(Provost – All Programs) (Date) (Graduate Dean – Graduate Programs Only) (Date)

Approved:  __________________________________________________________________________________
(Chancellor) (Date)

Attachments NCS-DE-FORM C (3/99)