**Name of Program:**

**❑ Adding a modality** program is currently face-to-face and now it will add a distance learning modality (must be entirely in that modality – see COMAR )

 **□**Synchronous □Asynchronous □Both

**❑ Adding a modality** program has been online and will add face-to-face delivery

**❑ Deleting a modality NB: A Teach-out plan is required whenever a modality is deleted. Students who begin in a modality have to be able to finish in that modality if they choose to do so.**

 **□**Was face-to-face and now will be entirely offered through distance education (synchronous or asynchronous)

 **□**Was offered through distance education and now will be entirely face-to-face

\*NB – Any special tuition rate for an online program has to be approved by A and F before February 15 so the Board of Regents can consider the rate in March.

**RATIONALE tor Adding or Deleting a Modality:**

**PROPOSALFOR CHANGING MODALITY** - Attach MHEC [notification form](https://mhec.state.md.us/institutions_training/Documents/acadaff/acadproginstitapprovals/Change%20in%20Program%20Modality%20Request1.pdf). Note that all UB online programs should also follow the [guidelines](http://www.nc-sara.org/files/docs/C-RAC%20Guidelines.pdf) of the Council of Regional Accrediting Commissions (C-RAC)

|  |  |
| --- | --- |
| **IMPACT REVIEW** SIGNATURES (see procedures for authorized signers) |  DATE |
| CELTT – E-LEARNING ❑ No impact ❑ Impact statement attached | CELTT Director or designee:  |  |
| OTS ❑ No impact ❑ Impact statement attached | CIO or designee: |  |
| Admissions❑ No impact ❑ Impact statement attached | Director or designee: |  |
| Records❑ No impact ❑ Impact statement attached | Registrar or designee: |  |
| A and F❑ No impact ❑ Impact statement attached | CFO or designee: |  |

|  |  |
| --- | --- |
| **APPROVAL SEQUENCE** APPROVAL SIGNATURES | DATE |
| 1. Department / Division  |   |  |
| 2. Final faculty review body within each  School/ College |  |  |
| 3. College Dean or Designee |  |  |
| 4. UFS |  |  |
| 5. Provost or Designee |  |  |
| 6. President |  |  |
| 7. USM (copy on the MHEC application only) |  |  |
| 8 MHEC |  |  |