



Request to Add Online Courses to an Academic Program

Use this form to request to add online courses, including courses with a hybrid component, to your academic program. Please use this form if adding courses for the first time, or if increasing the number of courses offered in this modality. This request requires EPC approval, SMU Board of Trustees approval, and may require SACSCOC notification BEFORE implementation can occur, so please allow up to one full academic term for approval before implementation.

When complete, please submit one electronic copy of this request to smuepc@smu.edu.

***Undergraduate programs must complete this form ONLY when adding online courses that will be delivered in the regular terms (Fall and Spring). Undergraduate intersessions online courses are reported separately.**

Date

Submitting Department

Academic Program (Degree) in which these online courses will be offered

Type of Request

- Add online component to a fully in-person program
- Increase the number of online courses offered in a program

Proposed Implementation Date (please allow at least one full academic semester)

Description of Academic Program and Content to be Offered Online

Description of the Student Population Enrolled in Program *(give details about the numbers and types of students enrolled)*

What is the rationale for delivering this academic program, or particular portions of it, online?

Have you received approval through the SMU Online Approval process (through SMU GO) to convert this program or these courses to distance? Please explain.

How will you ensure that online instruction is equivalent in quality to in-person instruction?

How will you ensure that students have comparable access to SMU faculty support and support resources as students in face-to-face programs?

Percentage of Program(s) Delivered: *Fill out the chart below to calculate the percentage of the program that will be delivered online. Give the name of the program, the total number of credit hours in the program, and then the percentage of the program delivered online.*

Courses to be Offered Online	Total Program Credit Hours to be Offered Online (number of courses X credit hours)	Total Number of Credit Hours in Program	Percentage of Program Offered Online (Hours offered / total program hours)

How will you ensure that program faculty are appropriately prepared to deliver course content online?

I understand that there are federal regulations that govern international student enrollment and that these regulations restrict international student enrollment in online courses. By checking this box, I agree that this academic program will closely monitor student enrollment in online courses and that we will ensure that no international students will be allowed to enroll in online courses without the express permission of SMU International Student and Scholar Services.

Agree

Do not agree

Signature of Proposer

Approvals

Departmental Curriculum Committee

Department / Division Chair

Departmental / Division Curriculum Committee

School / College Curriculum Committee

College or School Dean

Educational Programs Committee