

Procedure for Approval of New Online Degree Programs

This policy will govern the approval of new Online Degree Programs at Northwestern Oklahoma State University. For the purposes of this policy, "Online Program" will be defined in the same manner as it is defined by the Higher Learning Commission of the North Central Association:

"(1) A program that is offered in such a manner that an individual can earn the credential by taking 50% or more of the courses or credits in an online format or (2) the program is advertised as available through online delivery."

50% of program refers to the entire degree program. Example: If an entire program totals 124 hours the student would have the ability to earn 62 of those hours online from Northwestern.

Any Department or Division at Northwestern Oklahoma State University wishing to offer a degree program in an online format must follow the program approval guidelines outlined in this policy.

Please submit a formal request which provides the following information.

1. Contact Person
2. Title of Proposed Program
3. Centrality of the Proposed Program to the Institution's Mission
 - A. Objectives of the proposed program.
4. Curriculum to be Offered Online
 - A. What courses in the program are currently online.
 - B. Additional courses in the program to be offered online.
5. Demand for the Program
 - A. Student Demand: How will the program increase enrollment in the department or major? Utilizing current enrollment information provide significant evidence that students outside the immediate service areas of Alva, Enid, Woodward, and Ponca City are enrolling in current online courses within the major.

Project estimated additional student demand for the first five years of the program.

Academic Year	Degrees Conferred	Majors (Headcount)

6. Duplication
Provide evidence that the proposed program is not unnecessarily duplicative of similar offerings from other universities in the state.

7. Cost and Funding of the Proposed Program

The resource requirements and planned resources of funding of the proposed program must be detailed in order to assess the adequacy of the resources to support a quality program. Can the program be self supportive as a result of increased enrollment? This assessment is to ensure that the program will be efficient in its resource utilization and to assess the impact of this proposed program on the institution's overall budget.

Provide assurance that the program will be maintained onsite as well as online.

8. Academic Standards

A. **Faculty:** Describe the training and faculty development that the faculty receives to achieve competency in the technology required for teaching an online course.

B. **Faculty/Student Interaction:** Describe the provisions for appropriate synchronous and asynchronous interaction between faculty and students and among other students enrolled in the class.

9. Student Services and Advising

Advising—how does the department plan to manage advising for online students?

Northwestern takes great pride in providing students the opportunity to visit with faculty members face-to-face. Faculty employed fulltime at the University are expected to be on campus on a daily basis unless other arrangements have been approved by the Department Chair, Academic Dean, and Executive Vice President.

10. Technology—how will prospective students be informed of required technologies and competencies used in the program?

11. Marketing—how will the program be marketed beyond Northwestern's normal service area?

12. Student Learning Outcomes—provide evidence that student learning outcomes are the same for both online and ground iterations of the program.

13. Security/integrity—document procedures that insure security of personal information in conducting assessments, evaluations, and the dissemination of results.

Upon completion of the above proposal the Chairperson of the Department/Division wishing to offer the Online Degree Program must obtain approval from the appropriate Academic Dean. The proposal will then be submitted to the Online Learning Committee and the Academic Affairs Committee. These committees will report their recommendations to the Chief Academic Officer who will have the final decision.

Upon approval of these Academic Administrators and Committees at Northwestern, a proposal must be sent to the Board of the Regional University System of Oklahoma (RUSO policy mandates that any change in a program that requires approval of the OSRHE must first be approved by the RUSO board). Once approval is obtained from the RUSO board, the proposal will then be submitted to the Oklahoma State Regents for Higher Education. Only upon approval from both of these state entities and all the internal parties listed above may a degree program be offered in an online format at Northwestern Oklahoma State University.