

Program Delivery and/or Location Change Request Form**GCSU Guidelines for Completing the Proposal for Submission**

Use the guidelines below in addition to the [*Degree Proposal and Curriculum Proposal Cover Sheet*](#) to prepare the proposal for a ***Program Delivery and/or Location Change***. Review these guidelines to support proposal development. The finalized proposal should be created in a Word document or pdf using a numbered format including all requested information for items 1 through 12 in the order as described in the guidelines. Doing so will support both the university governance process and successful entry into the USG Academic Proposal Submission Portal.

Guidelines Provided by USG

USG Policy: Updating the delivery mode and updating program locations are, at minimum, notification items to USG System Office so that the Georgia Degrees Pay program search tool can remain accurate. The Academic and Student Affairs Handbook Section 2.3.7 details that administrative approval is required when more than 50% of a program will be taught at a new location.

The following definitions are used:

- **ON CAMPUS:** A program of study leading to a degree completed with 50% or more of courses offered consistently on-site in a classroom setting at a campus, center or instructional site. (Consistent with SACSCOC requirements concerning notification of changes in delivery mode.)
- **HYBRID:** A program of study leading to a degree completed with more than 50% offered consistently online, but some courses in the program will require on-site attendance at a campus, center or instructional site.
- **ONLINE:** A program of study which can be completed entirely at a distance. No campus visits are required for coursework. Students may be required to attend program orientations or to complete coursework in a specified instructional setting (clinical, internship, practicum).
- **PROGRAM LOCATIONS:** List of all campus and off-campus instructional sites where a student can complete at least 50% of the coursework necessary for graduation from the program.

For physical locations, the site must already be approved for the institution. If the proposed location is new, then the [External Site Request](#) form should be completed instead.

SACSCOC Policy

Closing a program delivery and/or location is considered a substantive change.

Adding a program delivery and/or location may be considered a substantive change.

1. Proposal Name
2. Proposal Representatives: Provide the name(s) and email(s) of the individuals who will represent the proposal at university level curriculum committee meetings.
3. Program Name: Include the degree and major exactly as it appears [on the CAAP](#).
4. Degree/Certificate Acronym: Include the degree acronym exactly as it appears [on the CAAP](#).
5. CIP Code: Provide the 8-digit CIP code exactly as it appears [on the CAAP](#).
6. Effective Term: Specify the first term in which the new program hours are proposed to be required. This should be a future term. (Fall, Spring, Summer)
7. Effective Year: Specify the calendar year associated with the term selected above.
8. Submission Type: List all changes that apply for this proposal, using the definitions in the **USG Guidelines** section above. Options include the following:
 - Add On-Campus Delivery
 - Add Hybrid Delivery
 - Add Online Delivery
 - Add a Location
 - Remove On-Campus Delivery
 - Remove Hybrid Delivery
 - Remove Online Delivery
 - Remove a Location
9. Delivery Mode: Using the definitions in the **USG Guidelines** section above, select all applicable program delivery modes for which students will be able to complete this program if this proposal is approved. Options include the following:
 - On Campus
 - Hybrid
 - Online
10. Physical Program Locations: Using the definitions in the **USG Guidelines** section above, list all campuses and off-campus instructional sites at which students will be able to complete this program (i.e., at least 50% of coursework) if this request is approved.
11. Teach Out Plan and Supporting Documents: If a delivery mode and/or program location is being removed, include a teach out plan.
12. Points of Contact: Provide the name(s), email(s), title(s) of the main point(s) of contact if questions arise from submission to USG. Note: These may be the same individuals as the program representatives named above.