ADMINISTRATIVE: EXISTING ONLINE GRADUATE PROGRAM TRANSITION CONFIRMATION

TABLE OF CONTENTS

PROCESS

This proposal is required to categorize existing web campus programs into AUO, COL, or Hybrid.

## ORDER OF APPROVERS

Approval Process Key:

Approval Stages	Implementation Stage	Review

Originator → AU Online Dean/Designee → Program Director (if applicable) → Department Chair (if applicable) → Dean or Designee

The Graduate School (if applicable) → AU Online Dean/Designee → AVP for Curriculum and Instructional Innovation → Registrar → Registrar Catalog Administrator

Registrar Course Scheduler → Registrar Implementaion Administrator → Approval for Publication → Registrar Leadership Team

REQUIRED DOCUMENTS:

- PROGRAM SCHEMA

INSTRUCTIONS
COMPLETING THE PROPOSAL

1. Login to Curriculog using your net ID and password.
 https://augusta.curriculog.com

2. Select "**New Proposal**" from the task menu.
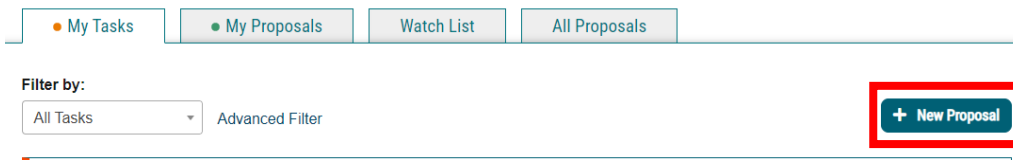
3. Hover over the proposal titled "**Administrative: Existing Online Graduate Program Transition Confirmation**" and click the blue check mark in order to begin.

ROUTING INFORMATION

4. Choose the <u>**Academic College**</u> AND <u>**Department**</u> by clicking in the field. This will generate a drop down list of all Academic Colleges and Departments. You may only select two options.

Choose your Academic College and Department:*

Select an option

Choose the academic college and department that owns this content. If this content resides on a nonacademic page, select Augusta University as the owner.

5. Select the appropriate option regarding **The Graduate School**.

Is this program/course owned by School of Computer and Cyber Sciences, Pamplin, College of Science and Mathematics, College of Education, Hull College of Business, College of Nursing, or College of Allied Health Sciences but requires the approval of The Graduate School? If so, please check yes and this proposal will route to the Graduate Sub-Committee.*

○ Yes
○ No

If so, please check yes and this proposal will route to the Graduate Sub-Committee. If this program/course is owned by The Graduate School, please check no. The Graduate Sub-Committee will be complete their review on the Dean step. For example, the MAISS program is owned by Pamplin college, but requires the approval of The Graduate School; therefore would answer yes to this question.

6. Select the appropriate option regarding **Program Director**.

Does this program have a Program Director separate from the Department Chair? *

☐ Yes
☐ No

If you select yes to this question, this proposal will first be routed to the program director and then to the department chair.

7. Select the appropriate option regarding a **Department Chairperson**.

Does your department have a chairperson?*

☐ Yes
☐ No

If you select yes, this proposal is routed to a department chair person. If you select no, it is not.

8. Select the **Effective Term**.

Effective Term*

Select an option

9. Select the **Program Title** from the drop-down menu.

Program Title*

Select an option

Accelerated Bachelor of Arts in Criminal Justice to Master of Arts in Intelligence and Security Studies

Accelerated Bachelor of Arts in Criminal Justice to Master of Public Administration

Accelerated Bachelor of Arts in Integrated Studies to Master of Arts in Intelligence and Security Studies

Accelerated Bachelor of Arts in Political Science to Master of Arts in Intelligence and Security

10. Please enter the name of the Program's Contact and their email address in the corresponding fields.

Program Contact Name*

Program Contact Email*

11. Please navigate to **Definition of Online Program Coding** and review.

DEFINITION OF ONLINE PROGRAM CODING

AU Online AUO: 100% of the programs require instructional content, including student orientations, to be delivered asynchronously through online delivery modalities with no on-campus instructional requirements.

Campus Online COL: 100% of the programs instructional content is delivered through full asynchronous online delivery, but are not supported directly by AUO.

Hybrid HYB: The program uses a mixture of face-to-face and either synchronous or asynchronous online delivery modalities with online instruction accounting for more than or equal to 50% of content delivery.

On-Ground MAIN: The program courses predominantly use face-to-face instruction as their primary (50% or more) modality for delivering student instructional hours. Some instructional content may be delivered using technology and/or synchronous or asynchronous instruction but an online delivery modality is not used for more than 50% of the courses educational content.

12. Select the **Current Program Campus** and provide the **Updated Program Campus** by clicking in the appropriate boxes.

Current Program Campus*
- ☐ Main Campus MAIN
- ☐ Web Campus WEB

Updated Program Campus*
- ☐ AU Online AUO
- ☐ Campus Online COL
- ☐ Hybrid HYB

13. If **AU ONLINE** was selected, please confirm an understanding of the following items below by clicking inside of each box listed.
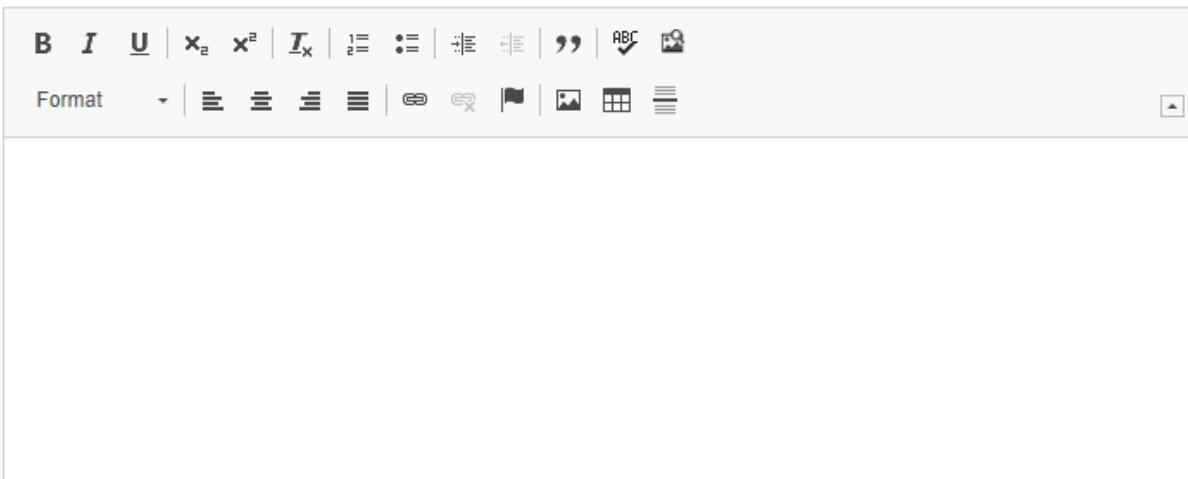
If you selected AU ONLINE, please confirm you understand the following.

- ☑ AU Online programs run five sessions per year.
- ☑ AU Online programs will offer their program 100% online including any student orientations.
- ☑ AU Online programs that have Fieldwork/Internships/Practicuum will be well supported by the offering academic program and in alignment with any University and Accreditation requirements.
- ☑ AU Online courses are 8 weeks in length.
- ☑ AU Online courses will meet all online credit hour requirements online.
- ☑ AU Online students will not be asked to come physically to Augusta University to meet any program or course requirements.
- ☑ AU Online courses are asynchronous.

14. If any box is unchecked above, please explain why in the field below.

If you failed to check an item above, please explain why. If you have an approved exception to any of the AU Online program or course requirements, please provide details and indicate who has approved this. Please attach a letter/memo indicating such approval.

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15. Please confirm if any course revisions to change the schedule type have been submitted, by checking **yes** or **no**.
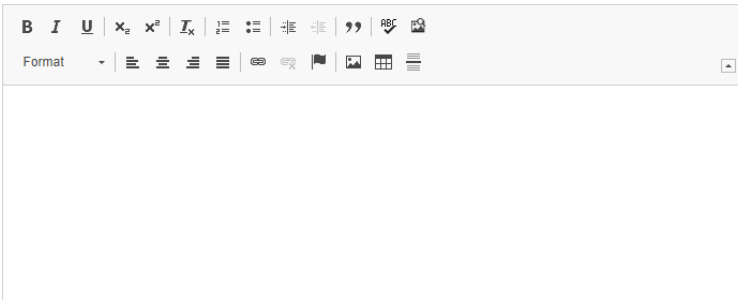
Are you submitting any course revisions to change schedule type to asynchronous instruction in addition to this proposal?*
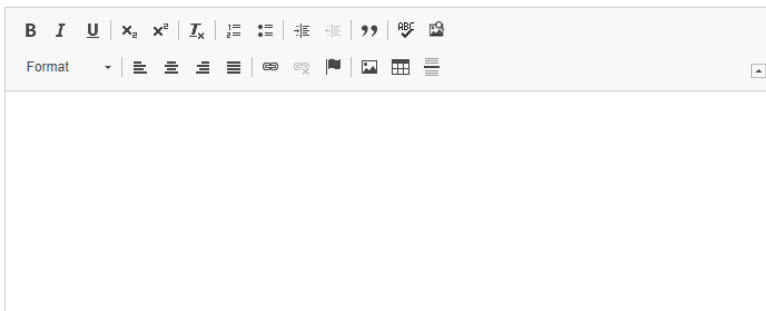
- ☐ Yes
- ☐ No

16. If the answer to above question is yes, please include the courses (prefix & number) to the field below,

If the answer to the question above is yes, please include the courses (prefix and number) that are being launched.

17. Confirm if there are any existing courses in the program that are approved for asynchronous instruction and will **only** need a change for campus coding. List those courses in the corresponding field.

Are there existing courses in your program that are approved for asynchronous and only need to change campus coding? If so, please list the course and campus they are to be updated to below. If not, please list NA.*
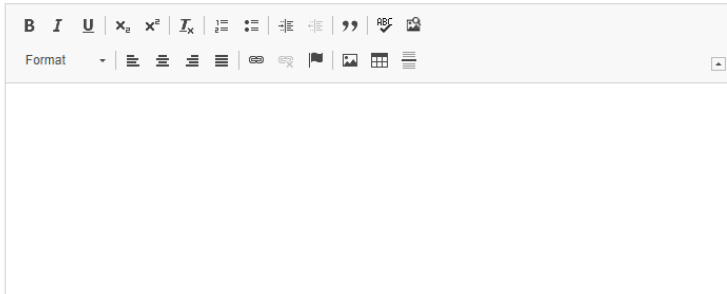
If courses need to be changed beyond campus coding only, please complete the course revision proposal.

18. Confirm if any of the courses moved to **AU ONLINE** are used by a program with a **different** campus. If, yes, provide an explanation of the plan in the corresponding field.
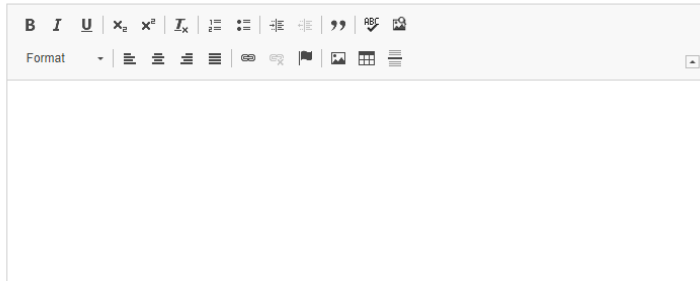
Are any of the courses moved to AUO used by a program with a different campus (COL, HYB, Main). If yes, please describe your plan for the students to take these courses.

19. Please provide the **Current Admissions Requirements.**

Current Admissions Requirements*
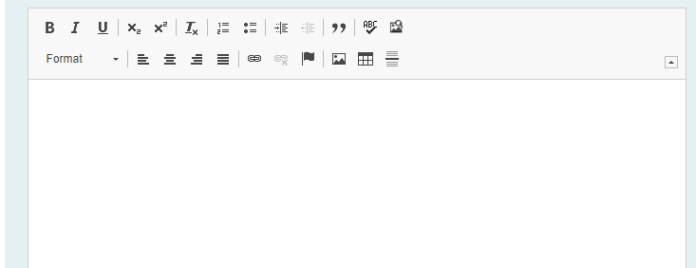
Please note, while Admissions Requirements are captured here, they are not implemented in any systems.

20. Please provide the **Updated Admissions Requirements.**

Updated Admissions Requirements*

Please note, while Admissions Requirements are captured here, they are not implemented in any systems.

21. Please confirm that a program schema has been attached.

Please confirm:*
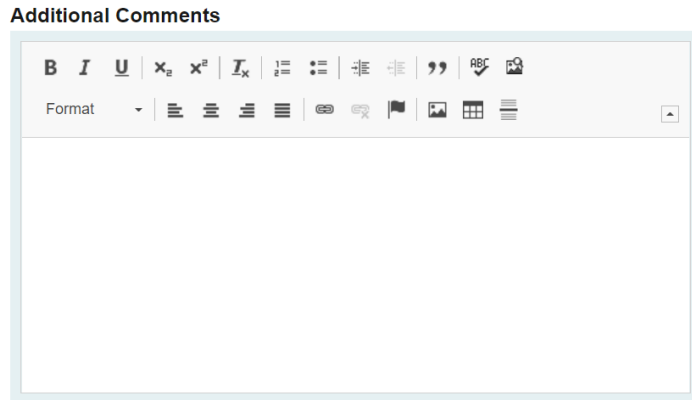
☐ I confirm I have attached the program schema.

*A program schema shows the sequence of courses offered semester by semester to complete the program.*

22. Should any additional comments be necessary, enter those in the Additional Comments field.

LAUNCHING THE PROPOSAL

23. Click **Save All Changes**. Scroll back to the top of the proposal pane and click the rocket ship icon labeled "**Validate and Launch Proposal**". The proposal is now officially launched.
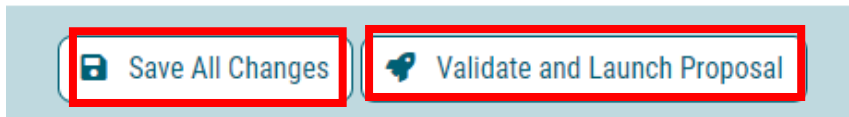
24. The proposal is now in your "**My Tasks**" tab.

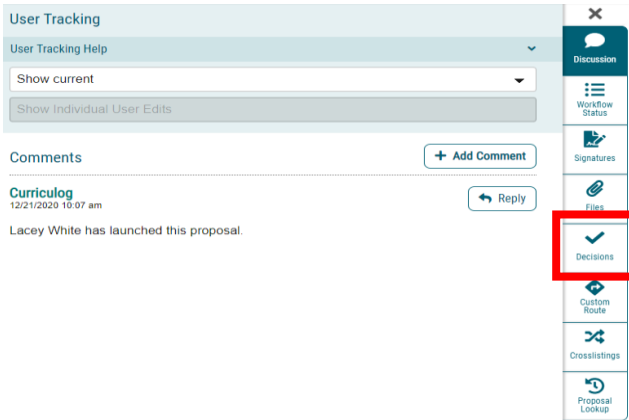25. In order for the proposal to move forward to the next approver step, you must approve it.

26. To approve the proposal, click on the proposal on your task list.
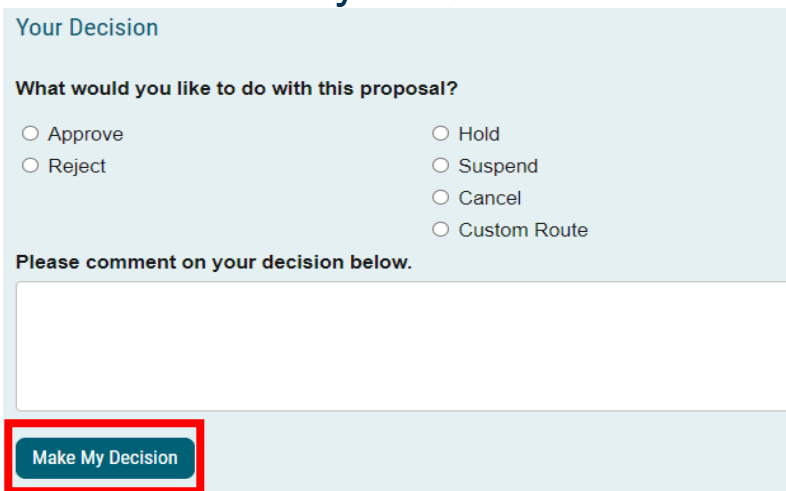
27. Once the proposal opens, navigate to the right hand menu bar, and select the blue check mark.

28. This will open a discussion box, fill in the radial button beside "**Approve**" and click "**Make My Decision**".

CONTACT

If you have any additional questions, please contact our office at curriculog@augusta.edu.