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**FOR OFFICE USE ONLY** Authorized for Step 2  
 Not Authorized for Step 2  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Provost Signature  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date

**CREIGHTON UNIVERSITY  
Transition Existing On-Ground Degree Program to Online  
 Step 1: Pre-Proposal Application Cover Sheet**

Name of Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program Champion(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College/School(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department/Division: ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposed Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program Type (select one)   
Bachelor’s Degree (€ BS € BA)   
Graduate Certificate

* Graduate Degree
  + € MS € MA € PhD € Other \_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Stakeholder** | **Printed Name** | **Signature & Date** |
| **Department Chairperson:** |  |  |
| **Dean:** |  |  |
| **Collaborating Dean(s):** [as applicable] |  |  |

**Overview**

**Overview**

There is a two-step process for seeking approval to transition an on-ground program to an online program. The two-step proposal template and action steps are designed to guide faculty and administrators in the transition of an *existing* on-ground program to an online program and to streamline the process for obtaining approval to transition an existing on-ground program to an online program. The Higher Learning Commission requires evidence of the following for distance education programs: (1) institutional capacity; (2) educational quality; (3) student learning and success; and (4) effective planning, evaluation, and improvement processes, including those for assessing and improving student learning, persistence, and completion. This proposal template is designed to assure evidence required for the Higher Learning Commission is considered and documented.

The Quality in Distance Education Policy (4.1.2) located at <http://www.creighton.edu/generalcounsel/cupolicies/> will also be helpful to those proposing the transition of an existing program to an online format. A separate two-step process is available for development of new on online programs, those not already existing in an on-ground format. Once the Pre-Proposal Application is approved the full proposal for transitioning existing on-ground programs to an online format are reviewed by the Distance Education Executive Committee which provides a recommendation to the Office of the Provost.

**Definition**

The proposal process employs the Higher Learning Commission’s definition for distance programs.

*“Distance-delivered programs are those certificate or degree programs in which 50% or more of the required courses may be taken as distance-delivered courses”.*

A program is defined as a distance delivered program if a student may matriculate through a program by taking 50 percent or more of the required course work in a distance education format. In other words, if the program includes a number of required courses offered in a distance education format and a student may choose to take the distance required courses as part of her/his program of study, and by doing so s/he earns 50 percent or more of the program’s required credits in the distance education format, then the program is identified as a distance delivered program.

**Scope**

The proposal process applies to the transition of existing on-ground programs to the online format. If changes are made to the program’s learning goals or curriculum, then the New Program Proposal document must be completed.

**Creighton University  
Step 1: Pre-Proposal Application**

**Proposal to Transition Existing On-Ground Program to an Online Format**

1. **Rationale for Transitioning to an Online Format**

This section includes a description of the “history” of the idea and the planning process that led to the proposal. There should be supporting document referenced from the External Market Demand Analysis. **500 word limit**

1. **External Market Demand Analysis**

Dean makes request to Provost Office for External Market Demand Analysis as part as a part of the Pre-Proposal. External Market Analysis will begin with a scoping meeting with stakeholder group identified by the requesting school(s)/college(s) to ensure all aspects of the program are properly identified. Market demand analysis will focus on the online market capacity.

In addition, the External Market Analysis will include a comparison of the proposed program with similar programs in other regionally accredited institutions in Nebraska, comparable Jesuit institutions, and other relevant peer/aspirational institutions that offer the program online.

1. **Financial Implications Form (FIF)**

The Financial Implications Form (FIF) is a high-level resource identification tool to determine the basic resource needs for the proposed change to move from on-ground to online.It is important for units to think carefully about what *new* resource would be necessary to move the program from on-ground to online.

The FIF will likely require data from the External Market Analysis to be accurately completed. This is not the official Pro Forma for the program which will not be developed until the Pre-Proposal Application is approved. School/College Finance Directors should be consulted to assist with the preparation of the FIF.

1. **Pre-Proposal Application**

If the External Market Analysis is favorable and the FIF has been approved by all stakeholder groups the following is submitted to the Office of the Provost:

1. Rationale for Transition to an Online Format  **500-word limit**
2. External Market Analysis
3. FIF

If the External Market Analysis is unfavorable indicating it would be difficult to recruit adequate enrollment to offset expenses, the Dean will make the final determination to advance a Pre-Proposal Application based upon a discussion with the champion(s). The application would require a very strong mission-based reason for consideration. This portion of the application will be reviewed by the Office of the Provost in consultation with Mission & Ministry, Equity, Diversity & Inclusion and the President.

**The Provost will review the Pre-Proposal Application and grant authorization to advance to   
Step 2: Proposal to Transition Existing On-Ground Degree Program to Online**

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