Council on University Programs (CUP)
Alternative Modality Request Form

This form is required to submit a request to offer a new or existing self-sustaining or state-supported course in an alternative modality. Please complete all required sections of the form and attach the completed form to the curriculum proposal in Curriculog. This form is not required for courses that will be taught face-to-face only.

Alternative Modality Categories	Options for scheduling within each approved modality
Hybrid	• Hybrid—Face-to-Face & Online: Courses that include both face-to-face and online instruction but have at least 25% face-to-face instruction.
Online	• Online—Synchronous: Courses that are delivered online and have real-time online meetings on assigned days • Online—Asynchronous: Courses that are delivered online, with no real-time online or face-to-face meetings • Online—Mixed Synchronous & Asynchronous: Courses delivered online with a combination of synchronous and asynchronous instruction

Requestor Name and Department: Click or tap here to enter text.

Course Prefix & Number: Click or tap here to enter text.

Course Title: Click or tap here to enter text.

Is this a new course or existing course? ☐ New   ☐ Existing (Temporary or Permanent)

Requested Modality (check one): ☐ Hybrid   ☐ Online-Synch.   ☐ Online-Asynch. ☐ Online-Mixed Synch.

Course Type (check one): ☐ Self-Sustaining (OCE)*   ☐ State-Supported   ☐ Both

*For elective self-sustaining courses that are not required as part of a state supported degree or certificate, only #'s 4-7 below must be completed.

1. Please provide a rational for the alternative modality based on Western's Strategic Goals

    or institute, program, or center strategic goals (please indicate what these are): Click or

    tap here to enter text.

2. Describe how the alternative modality is designed to enhance students' learning experiences, especially as it relates to local or global community connections, or to increase access to higher education:

Click or tap here to enter text.

3. Per the US Department of Education definitions, when 50% or more of the courses or credits in an academic program are provided via distance, the program must be classified as an online/distance program. Please indicate how the alternative modality will influence the overall online/distance nature of the academic programs in which it is included (e.g., total percentage of program courses offered face-to-face versus online):

   Click or tap here to enter text.

4. Describe how the pedagogical elements (objectives, learning activities, interactions, instructional materials, technologies, and assessments) are constructed to ensure that students achieve the desired learning outcomes by providing an assessment on the course relative to the Western Online Course Design Review:

   Click or tap here to enter text.

5. NWCCU accreditation requires that effective procedures be in place to ensure that the student who registers in a distance education course or program is the same student who participates in and completes the course or program and receives the academic credit and that these procedures protect student privacy. Please describe what measures will be taken to ensure the registered student is the one participating in assessment activities:

   Click or tap here to enter text.

6. For courses taught in alternative modalities, an accounting of course time that demonstrates regular and substantive interaction that meets ACC's Policy on Credit Hours requirements for contact time must be included in the Syllabus. Does the course syllabus include a clear listing of in-person and/or synchronous meeting times and a clear explanation of any time spent in asynchronous instructional activities?

   Click or tap here to enter text.

7. Please provide a detailed description of all resources needed to effectively deliver the course in the alternative modality requested and if additional resources will be needed beyond what the institute, program, or center currently has available:

   Click or tap here to enter text.