

CHANGE OF MODALITY

add a distance education modality to an existing academic program

CHECKLIST

STEP #1 - Schedule a consultation with Jennifer Wies and Dana.

STEP #2 - Email Dana (copy Michele) with:

- _____ Description of proposed changes
- _____ Requested date to be presented at CCC

STEP #3 – AFTER Dana and Jennifer’s feedback, prepare materials:

- _____ Modality Change Program Proposal
- _____ Substantial Curriculum Change Form
- _____ Revised Curriculum Map
- _____ Revised Four-Year Planner (undergraduate)
- _____ Recorded Department Committee Approval Vote

STEP #4 – Send materials to Michele as attachments to a single email by CCC materials due date.