**Distance Education Moderate Extension (DEME) Format\***

**PROPOSED ADDITION OF DISTANCE EDUCATION OFFERINGS**

**IN THE COLLEGE OF XXX**

**(Please add a title to the DEME Proposal using the above attributes)\*\***

I. Program inventory

1. Current

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| CIP | Major | Specialization/  Concentration | Degree | Unit | Modality |
| (IBHE CIP Code XX.XXXX) | Current Major | List all spec/conc associated w/major and any new proposed | Ex: BS, MS, PhD, Certificate, etc. | Department/School/or College | On-Campus |

1. Proposed Addition: This will not affect the on-campus offering.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| CIP | Major | Specialization/  Concentration | Degree | Unit | Modality |
| (Proposed IBHE CIP Code XX.XXXX) | Current Major | List all spec/conc associated w/major and any new proposed | Ex: BS, MS, PhD, Certificate, etc. | Department/School/or College | Online/Blended/Off-Campus. If Off-Campus, include name and location. |

II. Reason for proposed action

(Include a justification/rationale for the proposed change describing, with attention to accreditation and licensure requirements, enrollment changes, educational benefits, and employment demand, as appropriate, which will result. Include information on marketability, analysis, growth potential, and feasibility of proposed program. The online/off-campus degree should match the on-campus offering. Employment statistics can be identified at [http://www.ides.illinois.gov](http://www.ides.illinois.gov/) and [http://www.bls.gov](http://www.bls.gov/).)

III. Anticipated budgetary effects

(Staffing neutrality required. Please include non-staffing costs to be absorbed by the unit and others, including Morris Library, Enrollment Management, etc.‘No effect’ is not feasible. At the very least, mention ‘minimal costs’ such as editing websites, changing recruitment material, catalog copy, etc.)

IV. Arrangements to be made for (a) affected faculty, staff and students; and (b) affected equipment and physical facilities

V. Assessment of Student Learning Outcomes

(Attach the program’s updated assessment plan and latest report for the program being modified. Example: If you are proposing to add a ‘specialization’ to History, attach the current ‘History’ assessment plan.)

VI. Catalog copy to be deleted or added

(If proposal approval will result in any changes to the undergraduate or graduate catalog, a form 90A must be included)

VII. The requested effective date of implementation

VIII. Approval signatures to submit Proposal for Processing

Approved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature, Dean of College Date

(An indication of support from the Dean is required before proceeding for approval)

\*(This request is required to go through SIU Extended Campus *before* approval of the Provost and Vice Chancellor for Academic Affairs. SIU Extended Campus is responsible for forwarding to the appropriate constituency group.)

Inquiries as to the approval status of the DEME may be directed to SIU Extended Campus at 618-453-4578.

Additional documentation should be submitted such as form’s 90, 90A, 100, concurrences, and Assessment plan for current program being modified.

\*\*Please remove all ‘red’ instructions before submitting the proposal.