



## **Transitioning a Program to Fully Online**

### **Guidelines**

- x **This application must be completed for academic programs transitioning to completely online (or virtual) delivery.**
- x **Proposed new programs, (McNichols Campus) are required to follow the [MFA New Program Proposal](#) requirements.**
- x **Programs anticipating transitioning to online delivery must submit the application no later than **January 1** of the current academic year for implementation the following academic year, to allow review, submission to HLC and university catalog deadlines.**
- x **Detroit Mercy is a NC-SARA participating institution and complies with all reporting. Which includes the number of their students engaged in certain learning placements (rotations, internships, student teaching, etc.). All**



**Online Website:** Please provide links or attachments as necessary

1. About the program (General description and marketing materials):
  
2. Admissions Criteria (Specific admissions requirements to be considered):
  
3. Curriculum (Any curriculum specifics, e.g. course list, optional courses, or program paths):
  
4. Key Personnel (such as Director, Program Coordinator, Department Chair, Faculty & Support Staff):
  
5. Hardware & Software Requirements (Any program specific otherwise a general list is provided based on ITS standards):

**Approval:**

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