**This change relates to adding an additional delivery format, replacing an existing delivery format, and/or discontinuing a delivery format for an existing offering.**

|  |  |
| --- | --- |
| School or Program Name |  |
| Name and Email of Individual Completing Form |  |
| Date of Form Submission |  |

**Item 1: List each degree and concentration covered by this notice (add or delete rows as needed).**

|  |  |  |
| --- | --- | --- |
|  | **Degree** | **Concentration** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |

|  |
| --- |
|[ ]  We are adding our first fully distance-based offering(s) in our school/program.***Answer a, d, and e.*** |
|  |
|  |
|[ ]  We are adding an additional delivery format to our existing offering(s). ***Answer a, b, d, e, and f, as applicable.*** |
|[ ]  We are replacing an existing delivery format. ***Answer a, c, d, e, and f, as applicable.*** |
|[ ]  We are discontinuing a delivery format for our existing offering(s). ***Answer g.*** |

**Item 2: Provide projected student enrollment for one year in each degree and concentration.**

|  |  |
| --- | --- |
| **Degree and Concentration** | **HC** |
|  |  |
|  |  |
|  |  |

**Item 3. Answer the following questions:**

1. If this is your first fully distance-based offering reviewed by CEPH, confirm that the same resources are available that have been previously reviewed for other delivery formats or explain any differences:

*Administrative, information technology, student support services, instructional design resources, etc.:*

1. If you added a delivery format, describe all available formats:

*Existing format:*

*New format:*

1. If you transitioned to a different delivery format, what format(s) are you discontinuing?

*Insert narrative here:*

1. Describe the rationale for this change. Provide additional details about the new location or format including the LMS system used and whether delivery is synchronous or asynchronous, if applicable.

*Insert narrative here:*

1. If adding or replacing a delivery format, how does the school or program ensure that the new format is subject to the same quality control processes and academic rigor as the existing offering or offering being replaced?

*Insert narrative here:*

1. If adding a fully distance-based delivery format (but not your first fully distance-based offering reviewed by CEPH), confirm that the administrative and student support services are the same as other fully distance-based offerings or explain any differences:

*Insert narrative here:*

1. If discontinuing a delivery format (but another format remains for the same offering(s)), briefly explain the rationale for the discontinuation.

*Insert narrative here:*

**Note: Be sure to update the school’s/program’s website to include the new offering(s) or format changes. Accurate descriptions of educational offerings via advertising, promotional materials, recruiting literature, and other supporting material are required as part of Criterion H5: Publication of Educational Offerings.**