

**PROPOSAL:** More than 50% of the program requirements (excluding internships, practicum, field experience, student teaching) will be delivered at a site other than originally approved by the Chancellor (either face-to-face or online).

**Is the program a major/concentration/certificate?**

**NO**

**YES**

Does the program lead to teacher licensure/endorsement?

**NO**

**YES**

Make sure your program area and school director are on board and obtain a Memo of Understanding from the site.

Make sure your program area and school director are on board, obtain a Memo of Understanding from the site, and contact Assistant Dean for Assessment and Accreditation who will notify ODHE.

After discussing concept with program area and school director, contact Curriculum Coordinator for correct KSU/ODHE forms. Completed forms must be approved by: Program Area, School Curriculum Committee (SCC), EHHS Curriculum Committee (CCC), Graduate Studies (if applicable)/EPC (Provost), and Ohio Department of Higher Education (ODHE).

**Request MUST be submitted to ODHE at least 60 days before the proposed change is to be implemented.**

**For off-campus sites (face-to-face):**

Is the location on the current list approved by the HLC?

**NO**

**YES**

Contact Outreach Program Manager/Accreditation, Assessment and Learning for HLC form.

**The timeframe for change review is 6-9 months after ODHE's approval.**

Submit evidence to ODHE, that the request has been approved by HLC.