

Program Change Application

Note, this is a sample of a school which was previously approved for IDL delivery. The school is converting an approved on ground program to IDL (in this example, a hybrid)

1. Program Information

Change requested:

- Change in instructional delivery format, methodology, or an additional delivery method added to the program

Name

Edit the name - add IDL as a clarifier in parenthesis. Please, no other name changes permitted!

If applicable, the program name should be approved by the state agency.

Profile

Cip Code

Enter CIP codes in the format ##.####. You can also search using keywords. See nces.ed.gov for more information.

CIP CODE for Language Learning Programs: 32.0109

CIP CODE for Language Teacher Training Programs: 13.1401

Date of Last Graduating Class

You can leave this blank

Program Hours

Hours vary?

Method of Enrollment Program Per Week

Hour Type Clock Quarter Semester

For program changes for a new delivery method, the course hours generally do not change. These are pre-populated for you.

Hours must be in whole or half credit hours. Schools using fractional hours must use Alternative Credit Hours.

	Clock hours	Credit hours
Lecture	<input type="text" value="100.00"/>	<input type="text" value="0.00"/>
Lab	<input type="text" value="0.0"/>	<input type="text" value="0.00"/>
Internship/Externship	<input type="text" value="0.0"/>	<input type="text" value="0.00"/>
(Total)	<input type="text" value="100.00"/>	<input type="text" value="0.00"/>

My credit hour conversion calculation differs from the calculation above.

Hours and Enrollment

Full Time **Part Time**

Hours Per Week

Weeks to Complete

State Approvals or Exemptions

For state licensed schools, attach the approval for IDL delivery. If in process, attach documentation.

Locations at Which Program Is Offered

Test location A, testt, AR (Branch)

This is a dropdown for schools with multiple locations. Applicable for hybrid programs with branch/aux enrollments in this program. Otherwise, this is usually assigned to the main campus only.

Program Revision Details

Projected start date

Enter the projected start date. If currently operating as IDL under COVID, enter the actual start date.

Please indicate the rationale for the revisions.

As a result of COVID, we believe that this program will prove more popular in a hybrid modality. We plan to teach it 50% online and 50% on-ground.

Under Rationale, please also attach the following documents as applicable:

1. Document 25.5 (sampling of three courses)
2. Document 25.6 (a) for clock hour courses
3. Document 25.6 (b) for credit hour courses

Please attach any supporting documentation for the above revision rationale.

No supporting documents.

The "No supporting documents" is simply an AMS placeholder meaning that nothing is currently attached. It is NOT an indicator of whether an attachment/exhibit is required!

2. Supporting Documentation

Please see the ACCET website for the [Required Documents](#)

Change requested:

- Change in instructional delivery format, methodology, or an additional delivery method added to the program

1. Provide a brief narrative describing the specific factors that entered into the institution's decision to revise or add the program and include supporting data to demonstrate market demand for graduates of the proposed program. At a minimum, include research relative to labor market trends, and feedback from students, faculty, and/or employers regarding the revised/added program/course. Requests to revise an existing vocational program, must include the most recent ACCET Document 28.1 - Completion and Placement Statistics for that program along with supporting documentation.

No supporting documents.

This section may be omitted.

2. Provide copies of written approval (or exemption) for offering the new or revised program/course from each state agency for each state where the institution maintains a physical presence. *This section is required. See note under Program Information above.*

No supporting documents.

3. Provide a list of all instructional materials, learning aids, and equipment to be used for the proposed curriculum. For the instructional materials, indicate the publishers, editors, and copyright dates of each. For the equipment, provide the name, a brief description, as well as the quantity and age of each. Include items that have yet to be acquired, along with the expected date of acquisition.

No supporting documents.

This section may be omitted.

4. Submit a completed Document 6 for each individual designated to instruct or supervise the new or revised program/course. If employment is pending, provide a written job description and minimum education/work experience requirements for each such position.

No supporting documents.

This section may be omitted.

5. Please submit the required information identified in ACCET document 25.8 - Externship/Internship Component of a New or Revised Program

No supporting documents.

This section is required if applicable.

3. Payment

A summary of fees and payments for this application is provided below:

Balance Due

Description	Date	Type	Amount
Change In Instructional Delivery Format, Methodology, Or An Additional Delivery Method Added To The Program	Pending	Charge (Debit)	\$550.00
Remaining amount due as of 2020-04-30			\$550.00