



**APPROVAL AND ESTABLISHMENT OF
ONLINE DEGREE PROGRAMS**

The following process will be used to approve and establish online degree programs.

1. Each fall semester, the Dean of Distance Learning and Instructional Technology compares the degree program curricula, for all existing degrees and certificates, to the list of all courses offered online *that semester and the courses to be offered the following Spring Semester and Summer Session* to determine if 50% or more of a degree program's credits and/or courses are available online.
2. If a Division Dean plans to offer courses online that will impact a degree program's status making the program available 50% or more online, the Division Dean will notify the Dean of Distance Learning and Instructional Technology prior to the semester impacted.
3. Any programs identified as available 50% or more online will be reviewed by the Dean of Distance Learning and Instructional Technology and the respective Division Dean to verify the online status of the degree program.
4. With the agreement of both the Dean of Distance Learning and Instructional Technology and the respective Division Dean of the degree program, the program's online status will be placed on the Curriculum Committee agenda for review and approval in accordance with [The College Curriculum](#) policy.
5. Following approval by the Curriculum Committee, the proposal is forwarded by the Office of Curriculum and Program Development to the Louisiana Community and Technical College System and the Louisiana Board of Regents for approval. All concerned parties will be updated as to status of the approval process as it progresses.
6. Once the online status of a degree program has been approved, the College is authorized to advertise the degree program as being available through distance education technologies.

Policy Reference:

Delgado Policy and Procedures Memorandum 1510.1A, [The College Curriculum](#)

LCTCS Board of Supervisors Policy #I.1.034, [Participatory Curriculum Development Policy](#)

Louisiana Board of Regents Academic Affairs Policy 2.11, [Approved Academic Terms and Degree Designations](#)

Louisiana Board of Regents Academic Affairs Policy 2.12 [Delivery of Degree Programs Through Distance Learning Technology](#)

Review/Approval:

Academic Affairs Council 6/27/12