# How to Calculate Program Delivery Mode Percentages

## Why are delivery mode percentages important?

When new programs are created at ECU, not only are the courses, credit hours, and overall content approved, but the delivery mode of the program (face to face, online, and offsite) is approved as well. Under federal regulations, revising an existing program's delivery mode requires approval by the UNC System Office and/or notification to SACSCOC to ensure proper reporting to the US Department of Education.

The most common change to delivery modes are programs adding online or offsite delivery. When adding online or offsite delivery, it is important to calculate the percentage of program credit hours offered in the relevant delivery mode. The percentage of program credit hours offered in each delivery mode determine the required approval process.

## Online delivery mode percentage thresholds:

- **1-49% of program credit hours offered online:** Program is considered a partially online program. No approval is needed.
- **50%-79% of program credit hours offered online:** For degree programs, approval by the UNC System Office and notification to SACSCOC is required.  For certificates and minors only campus approval is required.
- **80% or more of program credit hours offered online:** For degree programs, approval by the UNC System Office and notification to SACSCOC is required.  For certificates and minors only campus approval is required. Additionally, program will be considered an online program for purposes of assessing student fees. For more information visit https://online.ecu.edu/de-billing-update/.

## Offsite delivery mode percentage thresholds:

- **1-25% of program credit hours offered offsite:** Approval by the UNC System Office is required.
- **25-49% of program credit hours offered offsite:** Approval by the UNC System Office is required and notification to SACSCOC is required.
- **50% or more of program credit hours offered offsite:** Approval by the UNC System Office and SACSCOC is required.  SACSCOC approval requires the submission and approval of a prospectus prior to implementation.

To add online or offsite delivery to a **degree program**, please complete **M - Request to Deliver Existing Degree Program - New Delivery Mode or Site Form** in Curriculog. To add online or offsite delivery to a **certificate**, please complete **L - Revise/Discontinue Certificate Form** in Curriculog. To add online or offsite delivery to a **minor**, please complete **G - Program Revision Form** in Curriculog.

## How do I calculate my program delivery mode percentages?

To calculate the percentage of program credit hours that are offered at a specific delivery mode, follow the below steps. For an example, assume we are calculating the number of online courses in a program.

1. Review the ECU catalog page of the program being revised. All courses listed in the program of study, including courses/cognates offered by other departments which are offered online are to be included in the percentage. The general education core is not to be included unless you are double counting any of those courses in the program of study.
2. Determine which courses listed in the program are offered online. If the course is ever offered online, include the course in the total of online courses.
3. Calculate total the number of credit hours for the online courses.
4. Divide the <u>number of online credit hours</u> by the <u>total credit hours in the program</u> and multiply by 100. The result will be the percentage of course work in the program that is offered online. *(e.g., 35 online s.h. / 120 total s.h.  = .29167, .29167 x 100 = 29%)*
5. For assistance with, or questions about, calculating the program percentage, please contact Cyndi Bellacero, Director of Academic Planning and Accreditation at bellaceroc18@ecu.edu.