**Adding Mode of Instruction:**

**[INSERT NAME OF ACADEMIC UNIT]**

Addition of Mode of Instruction (MOI)

Substantive Change

This form is to be used for existing courses where a department wants to add a new mode or modes of instruction to a course. For example, if a course has been offered only In-Person (prior to the pandemic emergency in Spring 2020) and the department would like to add an Online or Hybrid modality, this form should be completed and a syllabus attached. If there is more than one modality being added, use a separate form and attach a syllabus for each mode.

|  |  |
| --- | --- |
| **Course Title (100 characters)** |  |
| **Is this course required for a Major** **If so, is the major in your department?**  | **[ ] Yes [ ] No** **[ ] Yes [ ] No**  |
| **Catalog Description** |  |
| **Start Term:**  |  |
| **Is this course cross-listed?**  | **[ ] Yes [ ] No** Course Prefix and Number: |
| **Prefix & Five Digit Course Number**  |  |
| **Pre and/or Co Requisites** (specify which are pre-, co-, or both) |  |
| **Credits****Repeatable? If so, how many credits?** |  |
| **Hours** (per week) |  |
| **Mode of instruction** If you are proposing more than one modality (i.e., in-person, online, hybrid or hyflex) you only need this one form. However, you must explain in the rationale and include a syllabus for each mode of instruction proposed.) | \_\_Hybrid\_\_Online \_\_In person  |

Rationale: (Indicate reason(s) for adding a new mode of instruction, e.g., pedagogical, curricular, programmatic, etc.)

Complete the following:

1. Course format: Is the course taught in a synchronous or asynchronous format? Will a room be needed?

2. Instruction: What online tools will be used for instruction? (LMS, zoom, voicethread, padlet, weekly modules, etc.)What specific equipment/software will students need?

3. Course Communication and Resources: How will office hours be held? (Please note that if the course is online, office hours must be online.) If there are other resources for the course such as tutoring, etc. will they be available online?

4. Expectations for Student Participation: What counts as student participation and how it will be graded? What is the camera policy for synchronous classes?

5. Assessment: How will student learning be assessed? How will cheating be mitigated?

6. Accessibility: Please note that all course material made available online must meet ADA requirements.

a. Does your course have video material? [ ] NO [ ] YES

Are those video materials captioned? [ ] NO [ ] YES

b. Are word documents and PowerPoint slides readable by screen readers?

[ ] NO [ ] YES

For more information on how to make this course accessible for students, see:

<https://www.cuny.edu/accessibility/content/>

<https://guides.cuny.edu/accessibility/powerpoint>

Additional support for online accommodations in the course is offered through the *Center for Online Learning* (https://hunter.cuny.edu/center-for-online-learning/)

Consultation Statement:

a) Is the proposed change likely to affect other departments, units, or programs?

 [ ] NO [ ] YES – If yes, list department/program:

Specify the nature of the consultation:

b) Is this course cross-listed? If so, please list all courses affected.

c) Does this affect the Library? [ ] NO [ ] YES

Have you consulted the subject liaison? [ ] NO [ ] YES

For new courses or programs, please consult.

d) Note that once an online format is added to the course and the course is a major requirement, the major or program must be registered with NYSED in the distance education format if 50 % or more of the major requirements can be completed online, as stated below:

“Colleges and Universities located in or operating in New York State that offer degree or certificate programs in which a major portion (i.e., 50% or more) of the requirements can be completed through study delivered by distance education must have those programs registered in the distance education format with the [Office of College and University Evaluation (OCUE)](http://www.nysed.gov/college-university-evaluation) of the State Education Department.” (from [http://www.nysed.gov/college-university-evaluation/review-process-approval-programs-distance-education-format-0](https://urldefense.proofpoint.com/v2/url?u=http-3A__www.nysed.gov_college-2Duniversity-2Devaluation_review-2Dprocess-2Dapproval-2Dprograms-2Ddistance-2Deducation-2Dformat-2D0&d=DwMFAg&c=mRWFL96tuqj9V0Jjj4h40ddo0XsmttALwKjAEOCyUjY&r=zkegK30m9rrY9SkY3-zO-Dytpb3MeNRxZtTPWQyBf3g&m=c0ebw8QVpsL8IeWZIvLnXuIbTJI9FpOudKfCrXS8DTQ&s=uKMb4DPCKEInrozXBESengGCJSbz2Rj3fcqfSp23IkQ&e=)).

Is it possible for a student to complete 50% or more of the requirements for the major (including electives) online? [ ] NO [ ] YES

Department Chair’s Signature or Designee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sample Syllabus: