



**Institute for Distance and Distributed Learning**

Virginia Polytechnic Institute and State University

University Gateway Center, Suite 120

902 Prices Fork Road

Blacksburg, VA 24061

Fax 540-231-2079

# Request for New Interactive Video Conference (IVC) Site

---

Location  
Date

Prepared by:  
Name(s)

## Directions

The purpose of the Request for New Interactive Video Conference Site is to facilitate a determination of the viability of a new interactive videoconference site and establish compliance with university and Southern Association of Colleges and Schools (SACS) policy statement on substantive change. Complete the online Request for New Interactive Video Conference Site form, print it, and fax to the attention of Angie Starr, Institute for Distance and Distributed Learning at 540-231-2079.

Check the applicable box for this request based on the following SACS criteria:

- Complete Procedure 1 if student can obtain 50% or more credits toward program**

Prior approval from SACS is required; 6 months prior notification to SACS is required  
Substantive Change Prospectus required and must include:

0. Cover Sheet
1. Abstract
2. Background Information
3. Assessment of need and program planning/approval
4. Description of the change
5. Faculty
6. Library and learning resources
7. Physical resources
8. Financial support
9. Evaluation and assessment
10. Appendices (CV for key faculty, letters of support, copies of library and other cooperative agreements)

- Complete Procedure 2 if student can obtain 25-49% or more credits toward program**

Prior approval from SACS is NOT required; Notification to SACS is required prior to implementation

- If student can obtain 24% or less of credits toward program**

No procedure is indicated, prior approval from SACS is not applicable, prior notification to SACS is not applicable

---

## Request Information

<b><i>Person(s) Initiating this Request:</i></b>	
<b><i>Site Name:</i></b>	
<b><i>Street Address:</i></b>	
<b><i>City, State ZIP Country</i></b>	
<b><i>Site Administrative Contact Name:</i></b>	
<b><i>Site Administrative Contact Title:</i></b>	
<b><i>Site Administrative Contact Phone Number:</i></b>	
<b><i>Site Administrative Contact Fax Number:</i></b>	
<b><i>Course to be taught</i></b>	

---

## Southern Association of Colleges & Schools (SACS) Information

<b><i>Describe the space used for IVC (e.g., dimensions, lighting, seating, access, etc.).</i></b>	
--	--

<b><i>Attach a Return on Investment (ROI) calculation or statement for the space.</i></b>	
<b><i>Describe the justification or need for the program/course at this location.</i></b>	
<b><i>What percent of the program is currently offered via IVC?</i></b>	
<b><i>List the approved faculty who will teach the course at this IVC location.</i></b>	
<b><i>Intent of the site:</i></b>	<input type="checkbox"/> Offering course one time only <input type="checkbox"/> Periodically for unrelated courses <input type="checkbox"/> To offer a degree

Attach required documentation (e.g., Substantive Change Prospectus) as applicable.

Reference:

<http://www.sacscoc.org/pdf/081705/Substantive%20change%20policy.pdf>

---

## Request Signatures

\_\_\_\_\_

Person(s) originating the request

\_\_\_\_\_

Date

\_\_\_\_\_

Person(s) originating the request

\_\_\_\_\_

Date

---

## Approvals

_____ Program Director	_____ Date
_____ Department Head	_____ Date
_____ Dean or Designee	_____ Date
_____ Institute for Distance & Distributed Learning	_____ Date
_____ Associate Vice President for Distance Learning & Summer Sessions	_____ Date