**Substantive Change Proposal Form**

**Proposal Title**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If applicable, provide the CIP Code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.** All new programs, licensures, graduate certificates, and new courses require a CIP code. Codes can be found at the Classification of Instructional Programs Website: <https://nces.ed.gov/ipeds/cipcode/default.aspx?y=56>

**This proposal is submitted by:**

|  |  |
| --- | --- |
| Program Coordinator | Submission Date |
| Department/Unit | College Affiliation (CHSS, COE, BCBE, UC, CHST) |
| Email | Department Chair/Unit Supervisor Name |
| Office Phone | Projected Implementation Date |

**Indicate if any of the following pertain to this proposal:**

* Initiate, modify, or eliminate core courses or requirements
* Initiate, modify, or eliminate graduate programs/courses
* Initiate, modify, or eliminate programs leading to teacher licensure initiated, modified, eliminated
* Closing a program

**\*Please save and upload this completed form as a PDF.**

**This substantive proposal involves (check the appropriate box). Please see the following for UNC System Office guidelines for academic programs:** [**https://www.northcarolina.edu/academic-programs/**](https://www.northcarolina.edu/academic-programs/)

|  |  |  |  |
| --- | --- | --- | --- |
| Offering courses or programs at a higher or lower degree level than currently authorized.**Notify or Secure SACSCOC Approval** |  | Adding each competency-based education program by direct assessment.**Notify or Secure SACSCOC Approval** |  |
| Adding a program that is a significant departure from the existing programs, or method of delivery, from those offered when the institution was last evaluated.**Notify or Secure SACSCOC Approval** |  | Adding programs with completion pathways that recognize and accommodate a student’s prior or existing knowledge or competency.**Notify or Secure SACSCOC Approval** |  |
| Initiating programs by distance education or correspondence courses.**Notify or Secure SACSCOC Approval** |  | Awarding dual or joint academic awards.**Notify or Secure SACSCOC Approval** |  |
| Adding an additional method of delivery to a currently offered program. A specific method of delivery applies when 50% or more of a program is delivered by that method. A program may be delivered 50% or more by more than one method.**Notify or Secure SACSCOC Approval** |  | Cooperative Academic Arrangement with Title IV Entities & Cooperative Academic Arrangement with Non-Title IV Entities.**Notify or Secure SACSCOC Approval** |  |
| Adding competency-based education programs.**Notify or Secure SACSCOC Approval** |  | Dual Academic Award**Notify or Secure SACSCOC Approval** |  |
| New Program (25%-49% New Content): A new program with 25-49% new content is a significant departure from the institution’s existing programs and requires notification prior to implementation.**Notify SACSCOC**  |  | New Program (50-100% New Content): A new program with 50-100% new content is a significant departure from the institution’s existing programs and requires SACSCOC approval prior to implementation.**SACSCOC Approval** |  |
| Program Closure: Closing a program requires SACSCOC approval. Approval requires a teach-out plan.**Notify or Secure SACSCOC Approval** |  | The proposal initiates, modifies, or eliminates a course in the Core Curriculum |  |
| Adding a new off-campus instructional site/additional location including a branch campus.**Notify or Secure SACSCOC Approval** |  | Adding new graduate certificates, minors, and concentrations. |  |
| Substantially increase or decreasing the number of clock hours or credit hours awarded or competencies demonstrated, or an increase in the level of credential awarded, for successful completion of one or more programs.**Notify or Secure SACSCOC Approval** |  | Modifying program admission and exit criteria. |  |
| Consolidating Programs and/or Departments. |  | College, Department, or Program Name Change. |  |
| Cross Listing and Cross Leveling Courses. |  | Adding a new program, minor, certificate, concentration. |  |
| Adding new courses to the list of university Core courses. |  |  |  |

**\*SACSCOC Substantive Change Policy** [SubstantiveChange.pdf (sacscoc.org)](https://sacscoc.org/app/uploads/2019/08/SubstantiveChange.pdf)

Provide information to address the following:

1. **Proposal Description:** Provide a general overview of the proposal.
2. **Numbered List of Changes:** Provide a numbered list of all specific changes instituted by this proposal. Changes must be on this list if they are to be made as part of an approved proposal.
3. **Rationale/Purpose for the Substantive Change:** Describe what this change will do and address why the proposal is being made. The following may assist you in your response as appropriate:
* Does the revision meet institutional goals and objectives in the FSU Strategic Plan, decrease time to graduation, encourage retention, better prepare students for the workforce or further study, streamline programming, address current programmatic trends, etc.?
* Is the revision in response to assessment of student learning? If so, please cite the data.
* Is the revision in response to changes in the profession, accrediting agencies, or the discipline? If so, please specify and provide documentation.
* Is the revision in response to a review of the requirements of professional organizations? If so, please specify and provide documentation.
* Is the revision in response to recommendations from external consultant(s)? If so, please specify and cite.
* Is the revision intended to make the program more attractive to potential students? If so, explain.
1. **Additional Resource Justification:** Provide (1) evidence that new resources are not needed or explain how new resources will be provided; (2) a summary of budgetary requirements, to include estimated amounts of funds needed for the next five years, and (3) an estimate of the proposed revision’s impact on SCH generation.
2. **List of Accompanying/Supporting Documents:**
	1. New courses proposals require submission of a course syllabus and a matrix of program and course student learning outcomes with assessments (sample matrix format follows signature page).
	2. Program changes require a matrix of program learning outcomes with course and outcomes assessments.
	3. If the proposal includes a new course(s) to be taught by current faculty, please attach a SACSCOC Faculty Credential Form to document how current faculty member(s) meet qualifications to teach the proposed new courses.
	4. If the proposal requires new faculty, has the position been approved? If so, identify position number; if no, please attach the request for faculty position form.
3. **Catalog Listing**: To avoid delay, provide the exact language of how the proposed change should appear in the academic catalog; use the current catalog as a model for format and appearance. Please provide a proposed catalog summary requirements chart and the catalog description for the new course(s) and current course(s) changed including pre-requisites.
4. **Teachout Plan (if applicable)**:
	1. Provide the closure date, defined by SACSCOC as the date when students are no longer admitted.
	2. An explanation of how affected parties – students, faculty, and staff – will be informed of the impending closure.
	3. An explanation of how all affected students will be helped to complete their programs of study with minimal disruption or additional costs.
	4. Explain whether the students subject to the teach-out plan will incur additional charges or other expenses because of the teach-out and, if so, how the students will be notified.
	5. Copies of signed teach-out agreements with other institutions, if applicable.
	6. A description of how faculty and staff will be redeployed or helped to find new employment. Note: Do not submit individually identifiable student information.