

EXTERNAL REPORTING CHART FOR CURRICULUM CHANGES
(In addition to UNCG's Curriculum Review Approval Process - CIM)

**Complete Substantive Change Checklist to Receive Response
Upload Completed Forms into CIM*

ACTION	UNC SYSTEM	SACSCOC	OTHER
New Program Development			
New Degree Majors *Upload: Substantive Change Checklist Response Request for Preliminary Authorization Request to Establish New Academic Degree Program Academic Program Planning Financial Worksheet	Yes	Significant Departures - Approval	NC DPI (licensure) SEVP
New Certificate Programs *Upload: Substantive Change Checklist Response	No	Significant Departures - Approval	US DE (Gainful Employment)
New Joint Degrees or Credentials *Upload: Substantive Change Checklist Response Request for Preliminary Authorization Request to Establish New Academic Degree Program	Yes	Approval or Notification depending on other institution	SEVP
New Dual Degrees or Credentials *Upload: Substantive Change Checklist Response Request for Preliminary Authorization Request to Establish New Academic Degree Program	No	Notification	
New Concentrations (CIM)	No	Significant Departures - Approval	
New Teacher Licensure Programs (non-degree / CIM)	Yes	No	NC DPI
New Secondary Academic Concentration (CIM)	No	No	
New Minors (CIM)	No	No	
Online Programs			
Offering 50% or more of existing degree program online Request to Deliver Existing Degree Program-New Delivery Mode or Site Academic Program Planning Financial Worksheet	Yes	Notification	
Offering certificates online (CIM)	No	No	US DE (Gainful Employment)
Off-Campus Locations			
Initiating off-campus less than 25% of credential * Upload: Substantive Change Checklist Response	Yes	No	
Initiating off-campus site 25-49% of credential * Upload: Substantive Change Checklist Response	Yes	Notification	
Initiating off-campus site* > 50% of degree *Upload: Substantive Change Checklist Response Request to Deliver Existing Degree Program-New Delivery Mode or Site	Yes	Approval	US DE (Participation Agreement) Homeland Security

Adding programs at SACSCOC approved off-campus site *Upload: <i>Substantive Change Checklist Response</i> <i>Request to Deliver Existing Degree Program-New Delivery Mode or Site</i>	Yes	Notification	Homeland Security
Discontinuations			
Discontinuation of a Degree Program <i>Request to Discontinue a Degree Program, Site or Delivery Mode</i>	Yes	Approval Teach-Out Plan	SEVP
Discontinuation of a Certificate Program <i>Request for Discontinuation of Concentrations, Certificates, and Minors</i>	No	Approval Teach-Out Plan	US DE (Gainful Employment)
Discontinuation of concentration or minor <i>Request for Discontinuation of Concentrations, Certificates, and Minors</i>	No	Approval Teach-Out Plan if no other reasonable options for degree completion are available	
Closing an off-campus site <i>Request to Discontinue a Degree Program, Site or Delivery Mode</i>	Yes	Approval Teach-Out Plan	US DE (Participation Agreement) Homeland Security
Discontinuing a mode of delivery (campus, online, or off-campus site) <i>Request to Discontinue a Degree Program, Site or Delivery Mode</i>	Yes	Approval Teach-Out Plan	
Other Program Modifications			
Credit hour changes of 25% or more (CIM)	No	Yes, if change alters time to completion by more than 1 term	
CIP Code Change (CIM) <i>Request to Change CIP Code from Non-STEM to STEM</i>	Yes	No	SEVP US DE (Gainful Employment)
Title Change (degree or certificate / CIM)	Yes	No	US DE (Gainful Employment for certificates)
Degree Change (CIM)	Yes	No	
Add Campus Mode of Delivery <i>Request to Deliver Existing Degree Program-New Delivery Mode or Site</i>	Yes	Notification	
Delivery Mode Change for Additional Concentrations (campus, online, or off-campus where major has already been approved for mode of delivery) <i>Request Delivery Mode Change for A Concentration</i>	No	Notification	
Add/Modify Specialty Area Code (CIM)	Yes	No	
Minimum credential credit hours (CIM)	Yes	No	
Expected Number of Full-Time Terms to Completion	Yes	No	
Non-Terminal Master's Flag	Yes	No	
Department/Program Name Changes	No	No	UNC Org Change Committee Memo to OAAAPP