



**OFFICE OF ASSESSMENT, ACCREDITATION,
AND ACADEMIC PROGRAM PLANNING**

SUBSTANTIVE CHANGE CHECKLIST

The purpose of this checklist is to assist with identifying substantive changes that will need to be reported or authorized by the UNC System and/or our regional accreditor, Southern Association of Colleges and Schools, Commission on Colleges (SACSCOC).

[UNCG's Substantive Change Compliance Policy](#)

Type of Initiative:

New Degree/Major

New Degree Completion Program

New Certificate

New Concentration

New Mode of Delivery

New Off-Campus Course, Program, or Site

New Contractual or Cooperative Academic Arrangement

New Dual or Joint Credential

Changing Length of a Program (+/- 25% or more)

Closing a Program or Mode of Delivery

Closing an Off-Campus Site:

Other:

Date:

Department:

Contact Person:

Email and Phone:

Title of the Initiative or Program:

Proposed Implementation Date: Fall of:

Provide a brief description of what you want to do:

Will the initiative require any of the following? (check all that apply)

- new faculty
- new courses
- new library or additional learning resources
- new equipment
- new physical facilities
- new resource base (funding)
- none of the above

If the initiative requires creating new courses, please indicate the % of required new courses for the program:

For new certificates: Provide title of related degree program or indicate that it is not related to any UNCG programs.

Will any instructional courses be taught at an off-campus location? An off-campus instructional site is geographically separate from an institution's main campus.

Yes No

If yes, please indicate the % of program's total credit hours that will be offered at the site (includes embedded certificates).

If yes, provide the name of off-campus site(s) with complete street address:

If adding online mode of delivery (check all that apply)

Online delivery to be added as a convenience for current students

Online delivery will be marketed as a recruiting tool*

**Marketing as an online program requires UNC System review and approval*

If adding online mode of delivery for a major, list all concentrations to be included

Check all applicable items:

Academic Dean is aware of this initiative and has provided approval to proceed.

The Provost is aware of this initiative and has provided approval to proceed.

I understand that no substantive change requiring SACSCOC approval can be implemented prior to receiving authorization from SACSCOC.

Please email to:

skjessup@uncg.edu

Office of Assessment, Accreditation, and Academic Program Planning

A response will be sent to you within three business days.