



**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.

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**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.***