



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).

[UNC'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.