

9201 University City Blvd, Charlotte, NC 28223-0001

 **SACSCOC Substantive Change Checklist**

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| ***New Degree*** |
| 󠄀 | 1. | Prepare a Letter of Intent (draft) in accordance with [UNC Charlotte Academic Procedure: New Degree Programs – Part I: Letter of Intent](https://provost.uncc.edu/policies-procedures/academic-policies-and-procedures/new-degree-programs-part-i-letter-intent) | Chair/Coordinator |
| 󠄀 | 2. | Prepare and submit UNC Charlotte Substantive Change Questionnaire | Chair/Coordinator |
| 󠄀 | 3. | If no substantive change then submit program information to the Office of Assessment and Accreditation. | Chair/Coordinator |
| 󠄀 | 4. | If a substantive change, a. Schedule in-person meeting or conference call with the Office of Assessment and Accreditationb. Draft a SACSCOC prospectus and provide supporting documentation using the prospectus crosswalk/guidelines and examples posted here **assessment.uncc.edu**c. Complete (identify parts of faculty roster) the Faculty Roster by inputting faculty members who will teach each course in the program and in what semester. Send this document to Dawn Tench who will complete (identify part of roster) and return to you.d. Contact your subject matter librarian to provide discipline-specific learning resources, discipline-specific refereed journals and primary source materials. | Chair/Coordinator |
| 󠄀 | 5. | Prepare a Request to Establish in accordance with [UNC Charlotte Academic Procedure: New Degree Program – Part II: Request to Establish](https://provost.uncc.edu/policies-procedures/academic-policies-and-procedures/new-degree-programs-part-ii-request-establish)  | Chair/Coordinator |
| 󠄀 | 6. | Make adjustments to the SACSCOC prospectus based on feedback from the Office of Assessment and Accreditation. | Chair/Coordinator |
| 󠄀 | 7. | Upon approval of the Request to Establish from the UNC System, prepare a letter of notification to be sent with the SACSCOC prospectus. | Chair/Coordinator |
| 󠄀 | 8. | Upon SACSCOC approval of the program, pay the $500 review fee. | College |

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| ***New Certificate*** |  |
| 󠄀 | 1. | Launch a proposal in Curriculog using the New Program form.Prepare and submit UNC Charlotte Substantive Change Questionnaire | Chair/Coordinator |
| 󠄀 | 2. | If no substantive change then submit program information to the Office of Assessment and Accreditation. | Chair/Coordinator |
| 󠄀 | 3. | If a substantive change, a. Schedule in-person meeting or conference call with the Office of Assessment and Accreditationb. Draft a SACSCOC prospectus and provide supporting documentation using the prospectus crosswalk/guidelines and examples posted here **assessment.uncc.edu**c. Complete (identify parts of faculty roster) the Faculty Roster by inputting faculty members who will teach each course in the program and in what semester. Send this document to Dawn Tench who will complete (identify part of roster) and return to you.d. Contact your subject matter librarian to provide discipline-specific learning resources, discipline-specific refereed journals and primary source materials. | Chair/Coordinator |
| 󠄀 | 4. | Make adjustments to the SACSCOC prospectus based on feedback from the Office of Assessment and Accreditation. | Chair/Coordinator |
| 󠄀 | 5. | Upon approval from the UNC System, prepare a letter of notification to be sent with the SACSCOC prospectus. | Chair/Coordinator |
| 󠄀 | 6. | Upon SACSCOC approval of the program, pay the $500 review fee. | College |

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| ***New Off-site Location*** |  |
| 󠄀 | 1. | Prepare a Request to Deliver and launch a proposal in Curriculog using the Request to Deliver form. | Chair/Coordinator |
| 󠄀 | 2. | Prepare and submit UNC Charlotte Substantive Change Questionnaire | Chair/Coordinator |
| 󠄀 | 3. | If no substantive change then submit program information to the Office of Assessment and Accreditation. | Chair/Coordinator |
| 󠄀 | 4. | If a substantive change, a. Schedule in-person meeting or conference call with the Office of Assessment and Accreditationb. Draft a SACSCOC prospectus and provide supporting documentation using the prospectus crosswalk/guidelines and examples posted here **assessment.uncc.edu**c. Complete (identify parts of faculty roster) the Faculty Roster by inputting faculty members who will teach each course in the program and in what semester. Send this document to Dawn Tench who will complete (identify part of roster) and return to you.d. Contact your subject matter librarian to provide discipline-specific learning resources, discipline-specific refereed journals and primary source materials. | Chair/Coordinator |
| 󠄀 | 5. | Make adjustments to the SACSCOC prospectus based on feedback from the Office of Assessment and Accreditation. | Chair/Coordinator |
| 󠄀 | 6. | Upon approval from the UNC System, prepare a letter of notification to be sent with the SACSCOC prospectus. | Chair/Coordinator |
| 󠄀 | 7. | Upon SACSCOC approval of the program, pay the $500 review fee. | College |

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| ***Program Closure*** |  |
| 󠄀 | 1. | Prepare a Request to Discontinue and submit a proposal in Curriculog using the Program Inactivation form. | Chair/Coordinator |
| 󠄀 | 2. | Upon approval from the UNC System of the Request to Discontinue, prepare a letter of notification and a teach out plan. | Chair/Coordinator |
| 󠄀 | 3. | Upon approval from SACSCOC, close the program. | Chair/Coordinator |