**UNC Charlotte**

**New Program or Site OR Modifications to an Existing Program**

**Substantive Change Planning Questionnaire**

**Part One:**

Date 

Chair/Coordinator/Director Name:

Email: Phone

Name of Program

Date of Proposed Implementation

**Part Two:**

The Office of Assessment and Accreditation coordinates the SACSCOC notification of requests for new degree, certificate, site location, joint degree, or dual degree. Prior notification and approval may be required from SACSCOC six months before implementation. Therefore, to help with the timely execution of your department’s plans, please answer the questions below by placing a check mark in the appropriate box regarding your proposed change(s). Also, please provide details about the anticipated changes.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Does your proposed change include….** | **YES** | **NO** |  | **YES** | **NO** |
| 1. Expanding at current degree level (significant departure from current programs which may include new courses (25% or more), new faculty, additional equipment, facilities, financial resources, or library/learning resources) | ▢ | ▢ | 2. Initiating joint or dual degrees:Joint Programs *(When a student studies at two or more institutions and is awarded a single credential bearing both institution names)*Dual Programs *(When a student studies at two or more institutions and each institution awards a separate credential)*…with another SACSCOC accredited institution…with at least one institution not accredited by SACSCOC | ▢▢ | ▢▢ |
| **Does your proposed change include….** | **YES** | **NO** |  | **YES** | **NO** |
| 3. Initiating off-campus sites (including Early College High School programs and dual enrollment programs offered at the high school and certificate programs that are not at employer’s request and not short notice) where a… …student can obtain 50 percent or more credits toward program/ certificate…student can obtain 25-49 percent of credits toward a program/certificate  | ▢▢ | ▢▢ | 4. Initiating programs/courses offered through contractual agreement or consortium | ▢ | ▢ |
| 5. Initiating degree completion programs | ▢ | ▢ | 6. Entering into a contract with an entity not certified to participate in USDOE Title IV programs…if the entity provides 25% or more of an educational program offered by the SACSCOC accredited institution...if the entity provides less than 25% of an educational program offered by the SACSCOC accredited institution | ▢ | ▢ |

**Part Three: Initiating New Programs or Significantly Modifying an Existing Program (Complete if applicable)**

**Program Requirements:**

1. List any currently, approved program to which the new program is related
2. Provide an anticipated plan of study and identify courses not in the prior year’s catalog.)
3. In order to determine which courses are new and which courses are existing, please complete a crosswalk or mapping of courses using the following guidelines:
	1. List the name, number, and credit hours of all courses in the new curriculum.
	2. Identify all courses not in the current year’s catalog. This should include courses that were changed from Special Topics courses to actual institutional courses.
	3. Identify any existing course where the content is changing. For each course, describe how much of the content is changing?
	4. Identify any course that has a new name and number but where the content is the same as a course in the prior year’s catalog. Identify the course in the prior year’s catalog.

Sample documents are attached.

e. Identify courses to which you are modifying existing content?

1. Will 50% or more of course credits be offered at a new off-campus site? Yes ▢ No ▢

Name and address of new site

1. Does this program lead to teacher licensure? Yes ▢ No ▢

**Support for New Programs:**

1. Are new faculty needed to support the new program? Yes ▢ No ▢
2. Are new library or other learning resources needed to support the new program? Yes ▢ No ▢
3. Is new equipment or facilities needed to support the new program or certificate? Yes ▢ No ▢
4. Are additional financial resources needed for the new program or certificate? Yes ▢ No ▢

**Joint or Dual Degree (Complete if applicable):**

1. Is this program or certificate based on a written agreement/contract? Yes ▢ No ▢
2. If a joint or dual program or certificate, is the partner institution SACSCOC accredited? Yes ▢ No ▢
3. If a contractual agreement, is the entity certified to participate in USDOE Title IV programs? Yes ▢ No ▢
4. If “yes” to any of the above, complete Part Five.

**Part Four: Offering Existing Program at New Site (Complete if applicable)**

1. Will 50% or more of existing course credits be offered at a new off-campus site? Yes ▢ No ▢
2. Name and address of new site

**Part Five: Offering Existing Program as a Joint or Dual Degree (Complete if applicable)**

1. Name and address of partner institution

1. Name and contact information for program coordinators at all institutions





1. Provide a copy of the signed MOU (must include beginning date of agreement and a SACSCOC disclaimer statement if institution is not accredited by SACSCOC).
2. Provide a schedule of the course offerings for all institutions.

**For all changes, please contact Christine Robinson at** crobinson@uncc.edu