**ECU Substantive Change Checklist**

**Definition:** Substantive change, according to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), is “a significant modification or expansion of the nature and scope of an accredited institution.”¹ Substantive change is a federal concept, based in the regulations of the U.S. Department of Education,² which regional accreditors are required to enforce.

**Importance of Compliance:** East Carolina University is required to submit notification of any substantive change to SACSCOC for review, and in some cases, to receive approval prior to the initiation of the change. As stated in the SACSCOC Policy on Substantive Change, “if an institution fails to follow the substantive change policy and procedures of the Commission on Colleges, it may lose its Title IV funding or be required by the U.S. Department of Education to reimburse it for money received by the institution for programs related to the unreported substantive change. In addition, the institution’s case may be referred to the Commission for the imposition of a sanction or for removal from membership.”³

**What we’re looking for:** A significant departure. SACSCOC defines “significant departure” as a “program that is not closely related to previously approved programs at the institution or site or for the mode of delivery in question.” This includes hybrid or off-site programs, which may constitute a substantive change.

**What we’re not looking for:** A simple request to deliver a program online. In 2002, SACSCOC approved online programs as within the scope of ECU’s accreditation. Therefore, online delivery of a new or existing program is not a substantive change for ECU unless it is delivery of a program that is “a significant departure” from our previously approved programs. Online delivery still requires use of this form for information purposes.

**INSTRUCTIONS:**

**IMPORTANT:** Download this form to your computer hard drive. Close SharePoint. If you complete the form while still in SharePoint, it will save to SharePoint, and the original form will no longer be blank for the next user.

To ensure compliance, faculty planners should complete the checklist on the following pages in the early stages of a proposal. Complete the preliminary identification information below, check the program action(s) requested, and complete the appropriate Section for the action you’re taking.

Name of Program: ____________________________________________________________

Sponsoring Department and College: ____________________________________________

Primary Developer: ___________________________________________________________

Date: ____________________________

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² See 34 C.F.R. § 602.22.
Program Action Requested:
- New Degree or Certificate Program – Complete Section I only
- Online/Hybrid Delivery or New or Additional Off-Site Delivery (Location) of an Existing Degree or Certificate Program – Complete Section II only
- Discontinued Degree or Certificate Program – Complete Section III only
- Initiate a Program or Courses through Contractual Agreement or Consortium – Complete Section IV only

Upon completion of the section(s) checked above, attach the form to the accompanying Curriculog proposal form. A determination will be made as to whether the proposal constitutes a substantive change.

Questions concerning substantive change may be directed to Dr. Cynthia “Cyndi” Bellacero (bellaceroc18@ecu.edu) in Academic Planning and Accreditation in IPAR.

SECTION I – NEW DEGREE OR CERTIFICATE PROGRAM

1. Will the proposal expand offerings at the current program level that represent a significant departure from existing programs? SACSCOC defines “significant departure” as a “program that is not closely related to previously approved programs at the institution or site or for the mode of delivery in question.”

To determine whether a new program is a “significant departure,” SACSCOC suggests consideration of the following questions:

a. What previously approved programs does the institution offer that are closely related to the new program and how are they related? If none, state “N/A.” For determining significant departure, the presence of closely-related programs provides evidence that the proposed program is within the scope of ECU’s accreditation and therefore not a substantive change.

Examples of closely-related programs: Other degree or certificate programs in the department or at the university with similar titles or coursework, other programs with similar CIP codes at the four- or six-digit level, higher or lower level programs (e.g. BA/BS, MS, PhD; 4C, PB, PM, or PD certificate) in the same or a closely-related discipline, and programs that would be considered feeders.

Please include both CIP codes and titles as listed on the Academic Program Inventory (API). (Add lines as needed.)
b. Will significant additional equipment or facilities be needed? ___ Yes ___ No

c. Will significant additional financial resources be needed? ___ Yes ___ No
d. Will a significant number of new faculty members be required? ___ Yes ___ No
e. Will significant additional library/learning resources be needed? ___ Yes ___ No
f. Are 25 percent or more of the courses required for the proposed program new? ___ Yes ___ No

2. Will the proposal initiate a dual degree or certificate program with another institution? (Degrees/certificates awarded from both institutions) ___ Yes ___ No

3. Will the proposal initiate a joint degree or certificate program with another institution? (One degree/certificate issued with names of both institutions) ___ Yes ___ No

4. Will the proposal initiate a program offered via distance/online education? (Students and instructors are not in the same place) ___ Yes ___ No

   If yes, choose the best answer from “a-c”:
   a. Will more than 50 percent of the program be offered via distance education; e.g. 15+ hours of a 30-hour program? ___ Yes ___ No
   b. Will 25 to 49 percent of the program be offered via distance education; e.g. 7.5-14.9 hours of a 30-hour program? ___ Yes ___ No
   c. Will less than 25 percent of the program be offered via distance education; e.g. <7.5 hours of a 30-hour program? ___ Yes ___ No

SECTION II – ONLINE/HYBRID DELIVERY OR NEW OR ADDITIONAL OFF-SITE DELIVERY (LOCATION) OF AN EXISTING DEGREE OR CERTIFICATE PROGRAM

5. Will the proposal initiate a program offered via online/hybrid education? ___ Yes ___ No

   If yes, choose the best answer from “a-c”:
   a. Will more than 50 percent of the program be offered via distance education; e.g. 15+ hours of a 30-hour program? ___ Yes ___ No
   b. Will 25 to 49 percent of the program be offered via distance education; e.g. 7.5-14.9 hours of a 30-hour program? ___ Yes ___ No
   c. Will less than 25 percent of the program be offered via distance education; e.g. <7.5 hours of a 30-hour program? ___ Yes ___ No
6. Will the proposal initiate a program at a new or existing off-campus site? ___ Yes ___ No
   (an instructional site or branch campus that is located physically apart from the main [east or west] campus of ECU)

   *(This action involves critical timing. Please contact Academic Planning and Accreditation immediately.)*

   **If yes**, choose the **best** answer from “a-c”:

   a. Will a student be able to earn 50 percent or more of program credits at the site; e.g. 60+ hours of a 120-hour program? ___ Yes ___ No
   b. Will a student be able to earn 25 to 49 percent or more of program credits at the site; e.g. 30-59.9 hours of a 120-hour program? ___ Yes ___ No
   c. Will a student be able to earn less than 25 percent of program credits at the site; e.g. <30 hours of a 120-hour program? ___ Yes ___ No
   d. Will the proposal initiate a new off-campus site? ___ Yes ___ No

      If yes, facility name and physical address of new off-campus site
      __________________________________________________________
      __________________________________________________________
      __________________________________________________________
      ______________________________

   e. Will the proposal relocate the physical address of an existing off-campus site; for example, change buildings or streets within the same campus? ___ Yes ___ No

      Facility name and physical address of existing site
      __________________________________________________________
      __________________________________________________________
      __________________________________________________________
      __________________________________________________________

      Facility name and physical address of relocated site
      __________________________________________________________
      __________________________________________________________
      __________________________________________________________
      __________________________________________________________

7. Will the proposal significantly alter the length (+/- 25% or more) of an existing program? ___ Yes ___ No
8. Will the proposal initiate a degree completion program?  
   ___ Yes  ___ No  
   (Program in which students can transfer in credit from courses taken previously and may receive credit for experiential learning; programs in which all coursework cannot be obtained from ECU)

SECTION III – DISCONTINUATION OF A DEGREE OR CERTIFICATE PROGRAM

9. Will the proposal discontinue a degree or certificate program, a delivery mode, or instructional site?  
   ___ Yes  ___ No  
   (This action involves critical timing. Please contact Academic Planning and Accreditation immediately.)

If yes:

10. Which of the following best describes the discontinuation:  
    ___ Discontinue permanently (program components will not become a significant or distinct component of another program; program is discontinued in full in the academic program inventory, including any approved off-campus sites and alternate means of delivery)  
    ___ Discontinue delivery (eliminate one or more delivery types and keep the program active)  
    ___ Discontinue on-campus delivery of program  
    ___ Discontinue online delivery of program  
    ___ Discontinue site-based delivery of program  
    ___ Instructor present (off-campus delivery)  
    ___ Instructor not present (site-based DE)  
    ___ Discontinue/consolidate (programs will become a significant or distinct component of another program; e.g. concentration)  
    ___ An existing program will absorb the discontinuing program  
    Program title .................................................................  
    ___ A new program will be developed and will absorb the discontinuing program  
    Program title .................................................................

11. If discontinuing site-based delivery only (and the program itself will continue to be offered), what is the approved site name and physical address to be discontinued?  
   If multiple sites, list all that will be discontinued with this action.

   Site #1:  
   Facility Name ........................................................................  
   Physical Address ...................................................................  
   County .................................................................
Site #2:
Facility Name _______________________________________________
Physical Address _______________________________________________________________________
County __________________________________________

Site #3:
Facility Name _______________________________________________
Physical Address _______________________________________________________________________
County __________________________________________

SECTION IV – INITIATE A PROGRAM OR COURSES THROUGH CONTRACTUAL AGREEMENT OR CONSORTIUM

12. Will the proposal initiate a program or courses through contractual agreement or consortium as defined in the SACSCOC substantive change policy?  ___ Yes  ___ No
   (contractual agreement – one in which ECU would enter into agreement for receipt of courses/programs or portions of courses or programs [i.e. clinical training internships, etc.] delivered by another institution or service provider)
   (consortium – relationship in which two or more institutions share in the responsibility of developing and delivering courses and programs that meet mutually agreed upon standards of academic quality)

   If yes, is the other institution located in the United States?  ___ Yes  ___ No
   If yes, which regional accrediting body accredits the Institution? ________________________________

   Will the other institution provide 25% or more of the program?  ___ Yes  ___ No