# **University of Louisiana Monroe**

# **Substantive Change Worksheet**

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| --- | --- |
| **Name of Proposed Program/Action:** |  |
| **Sponsoring College/Office:** |  |
| **Proposal Contact (name, email, phone):** |  |
| **Desired implementation date:** |  |
| **Checklist submission date:** |  |
| **Description of proposed action:** |  |

***Instructions:*** *Complete the items above and questions below. Email to the SACSCOC Liaison, Allison Thompson, at* [*althompson@ulm.edu*](mailto:althompson@ulm.edu) *.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Program Changes** | | | |
| Yes | No | Unsure |  |
|  |  |  | **New Program (25-49%)**  Does the new program include 25-49% new content? |
|  |  |  | **New Program (50% or more)**  Does the new program include 50% or more new content? |
|  |  |  | **New Program (degree level)**  Will the proposal create a new program in an existing discipline at a higher degree level (example: currently offering bachelor’s degree and proposing a new master’s degree in the same discipline)? |
|  |  |  | **Method of Delivery**  Will the proposal add an additional method of delivery to a currently offered program? |
|  |  |  | **Cooperative Academic Arrangement**  Will the proposal involve entering into an arrangement with another entity (educational or otherwise)? |
|  |  |  | **Program Length Change**  Will the proposal substantially increase or decrease the number of clock hours or credit hours required AND increase or decrease the expected time to completion by more than one term? |
|  |  |  | **Competency Based Program**  Will the proposal create a direct assessment competency-based education program? |
|  |  |  | **Dual or Joint Academic Award**  Will the proposal create a dual or joint academic award with another educational institution? |
|  |  |  | **Program Re-open**  Will the proposal re-open a previously closed program? |

**Continue to next page**

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| **Off-campus Instructional Site or Other Location Changes** | | | |
| Yes | No | Unsure |  |
|  |  |  | **Site Re-open**  Will the proposal re-open a previously closed off-campus instructional site? |
|  |  |  | **New Site**  Will the proposal add a new off-campus instructional site, additional location, or branch campus? |
|  |  |  | **Teach-out Site**  Will the proposal add a permanent location at a site at which ULM is conducting a teach-out program for students of another institution that closed? |
|  |  |  | **Closure of Program, Method of Delivery, or Site**  Will the proposal close a program, a method of delivery, an off-campus instructional site, or a program at an off-campus instructional site? |

**Substantive Change Determination**

**To be completed by SACSCOC Liaison**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Reviewed by: |  | | Signature |  | |
| Date of review: |  | | | | |
| Substantive Change determination: | ☐  Not a Substantive Change | | ☐  Letter of Notification Only | | ☐  Prospectus Required |
| Rationale for Decision: | | | | | |
| Due date for program action (if required): | |  | | | |
| *\*Reminder: If a letter of notification or a prospectus is required, forward copies of any UL System or Board of Regents documents produced in association with action to the Associate Vice President for Academic Affairs / Accreditation Liaison.* | | | | | |