



Substantive Change Audit Form

Form submitted by _____ Email _____

Title _____ Department _____

Type of Substantive Change _____

CHECKLIST

This Initiative:	Yes	No	Unclear
Expands at current degree level (significant departure from current programs – no closely related counterpart exists among previously approved programs in the curriculum) <ul style="list-style-type: none"> • Are new faculty required? • Are >25% of the courses new? • Are \geq50% of the courses new? • Are new library or other learning resources required? 			
Initiates or expands off-campus sites where <ul style="list-style-type: none"> • Student can obtain 50% or more credits toward a program. • Student can obtain 25-49% of credits toward a program. • Adds significantly different program (see above) at an approved site. 			
Initiates distance learning <ul style="list-style-type: none"> • Offering 50% or more of a program • Offering 25-49% of a program 			
Initiates programs/courses offered through contractual agreement or consortium			
Closes a program/institution <ul style="list-style-type: none"> • Closes a program with an internal teach-out protocol • Closes a program with a teach-out agreement with another institution • Closes an institution/site 			
Alters significantly the length of a program <ul style="list-style-type: none"> • The change has noticeable impact on program's completion time 			
Other changes identified in Comprehensive Standard 3.12.1			

Description of proposed change and proposed timeframe:

Submitted by (signature) _____ Date _____

Review and Recommendation for Action:

No action needed

 Letter of Notification

 Prospectus

Accreditation Liaison (signature) _____ Date _____