

Substantive Change Proposal Criteria:

3.7.1 *Addition of a program or courses that represent a significant departure from an institution's current programs or curriculum*

Examples:

1. An institution offers a program in a field requiring substantial new curriculum, faculty, equipment, or facilities, such as a program with a clinical component.
2. A specialized institution offers courses in a field requiring substantial new curriculum, faculty, equipment, or facilities.
3. A program offered in face-to-face format is now offered 100% online.

Key Considerations:

- Evidence supporting the need for the program should be presented in the proposal. The institution must ensure that sufficient fiscal resources are available to support the program by providing a cost-impact analysis, and that the curriculum, faculty, equipment, and facilities meet Eligibility Requirements, Accreditation Standards and Commission policies. These program resources must be in place prior to submission of the Substantive Change Proposal. The college should consider the consistency between the proposed program and the institutional mission.

3.7.2 *Addition of a new degree or career technical education certificate program that represents a significant departure from an institution's current programs*

Example:

An institution develops a new degree or career technical education certificate program to be offered at the main campus or at any one of the approved institutional sites off campus.

Key Considerations:

- The institution must ensure that the curriculum, faculty, equipment, and facilities meet Eligibility Requirements, Accreditation Standards and Commission policies. These resources must be in place prior to submission of the Substantive Change Proposal. The proposal must include workforce and labor market data.

5.2.1 *For a New Educational Program, some questions to assist in determining if changes in courses or programs constitute "significant departure"*

1. Does the college mission statement need to be changed to include the proposed program?
2. Does the college have the financial resources to sustain the program?
3. Does the college need to acquire, build, or modify facilities in order to accommodate the proposed program?
4. Does the college need to acquire new equipment for the new program?
5. Does the college need to arrange for outside clinical experience or apprenticeships for the program?
6. How much of the existing curriculum will be included in the proposed program?

7. How will the new curriculum differ from existing curriculum in terms of level, content, length, rigor, and credit? Will new prerequisite courses need to be added to the curriculum?
8. How will existing general education requirements, as required by the standards, be sustained?
9. How will the college meet the need to hire faculty with expertise not found within the current faculty membership should the number of faculty need to increase?
10. How will learning resources be augmented to support the program?
11. What student support services will need to be added or adjusted?
12. How will new the new program impact college enrollment?

5.2.2 Suggested documentation for New Educational Program

1. Pages from the catalog, if appropriate
2. Course outlines
3. Chronology of development of the substantive change
4. Budget for the change, integration with college budget, plans for sustainability
5. Job descriptions showing qualifications for program faculty
6. If the new program is a conversion from face-to-face program to an online program, submit the most recent program review
7. Organizational chart showing management structure for the new educational program