



NAVARRO COLLEGE PROGRAM/SUBSTANTIVE CHANGE REQUEST FORM

This form must be prepared for every proposed curriculum/program change (including moving an already existing program to delivery via distance learning). In accordance with the Substantive Change for Accredited Institutions of the Commission on Colleges Policy Statement, the College will formally review all substantive change forms by September 15 for the fall semester of the next academic year and February 15 for the spring or summer semester of the next academic year.

Brief

Table with 2 columns: Field Name, Value. Fields: Date Submitted, Initiated By, Program/Department.

Brief Title/Description of the Proposed Change:

Empty rectangular box for brief title/description.

Part I: Type of Change

Does the change proposed on this form include any of the following situations? If so, check the appropriate box(es) and provide a detailed explanation in the space provided. Provide additional information as required by the attached Navarro College Substantive Change Policy.

Institutional Changes:

Table with 3 columns: Checkbox, Type of Change, Explanation. Rows include: 1. Change in Measure of Student Progress to Completion, 2. Competency-based Education by Course/Credit-based Approach, 3. Initiating Distance Learning.

	<ul style="list-style-type: none"> • Student can obtain 25-49% of credits • Student can obtain 24% or less of credits 	
<input type="checkbox"/>	<p>4. Governance Change <i>A governance change may include significantly altering governing board bylaws, the board's scope of authority or responsibility, the number of board members, or how board members are selected.</i></p>	
<input type="checkbox"/>	<p>5. Closing an Institution; Initiating Teach-Out Agreement <i>An institutional closure addresses imminent closure or closure expected with reasonable certainty. The teach-out plan must be submitted as soon as possible after closure becomes known or expected.</i></p>	
<input type="checkbox"/>	<p>6. Institution Relocation or Acquisition of New Institution, Program, or Location <i>An instructional location includes a campus, an off-campus instructional site(s) / additional location(s), or any portion of a campus or instructional site.</i></p>	
<input type="checkbox"/>	<p>7. Initiating coursework or programs at a more advanced level than currently approved <i>Initiating coursework or a program – including a certificate, diploma, degree, or other generally recognized credit-bearing program – at a more advanced level than previously approved or authorized by SACSCOC.</i></p>	
<input type="checkbox"/>	<p>8. Expanding at current degree level (significant departure from current programs) <i>A baccalaureate degree granting institution seeking authorization to offer an associate degree program with course coursework significantly different from current lower-division coursework.</i></p>	
<input type="checkbox"/>	<p>9. Merger / Consolidation <i>The merger/consolidation of a SACSCOC accredited institution with one or more other institutions.</i></p>	
<input type="checkbox"/>	<p>10. Mission Change <i>A significant change in the established mission of an institution requires SACSCOC approval prior to implementation. Note: Editorial or re-wording an existing Mission Statement does not reflect a material change in the mission.</i></p>	
<input type="checkbox"/>	<p>11. Ownership, Means of Control, or Legal Status Change <i>An institutional change of ownership, change of institutional means of control, or change of institutional legal status.</i></p>	

Program Changes:

	Type of Change	Explanation
<input type="checkbox"/>	<p>12. Clock-Credit Hour Conversion <i>Changing a program’s progress to completion measure from clock hours to credit hours – or from credit hours to clock hours</i></p>	
<input type="checkbox"/>	<p>13. Competency-based Education by Direct Assessment <i>A direct assessment competency-based educational program is an instructional program that, in lieu of credit hours or clock hours as a measure of student learning, uses direct assessment of student learning relying solely on the attainment of defined competencies, or recognizes the direct assessment of student learning by others.</i> ___ Student can obtain 50% or more of the program ___ Student can obtain 25-49% of the program</p>	
<input type="checkbox"/>	<p>14. Initiating Program through a Cooperative Academic Agreement <i>An agreement with an entity (or entities) to deliver program content recorded on the SACSCOC institution’s transcript as its own requires notification prior to implementation if</i></p> <ul style="list-style-type: none"> • <i>50% or more of a program is offered through the arrangement — OR —</i> • <i>the SACSCOC institution could not deliver the program without the arrangement, i.e., it is dependent on the arrangement to deliver a program.</i> 	
<input type="checkbox"/>	<p>15. Initiating Correspondence Education <i>Correspondence education is a learning process in which the institution provides instructional materials and examination, by mail or electronic transmission, to students who are separated from the instructor. Interaction between the instructor and the student is limited, is not regular and substantive, and is primarily initiated by the student. Courses are typically self-paced at the student’s discretion.</i></p>	
<input type="checkbox"/>	<p>16. Dual Academic Award <i>An arrangement in which a student receives instruction at two (or more) institutions in prescribed curricula leading to each institution granting academic awards at the same credential level.</i></p>	
<input type="checkbox"/>	<p>17. Joint Academic Award <i>A student receives instruction at two (or more) institutions, where at least one is a non-SACSCOC institution or entity, in prescribed curricula leading to the institutions granting a single academic award bearing the names, seals, and officials’ signatures of</i></p>	

	<p><i>each participating institution.</i></p> <p>____ Non-SACSCOC Institution(s)</p> <p>____ SACSCOC Institution(s)</p>	
<input type="checkbox"/>	<p>18. Adding a method of delivery to an existing program <i>An institution not on SUBSTANTIVE CHANGE RESTRICTION is not required to seek approval to add a method of delivery to a program but is required to provide notification (see Method of Delivery – Notification).</i></p> <p><i>The three methods of delivery are</i></p> <ul style="list-style-type: none"> • <i>competency-based education,</i> • <i>distance education, and</i> • <i>face-to-face instruction.</i> 	
<input type="checkbox"/>	<p>19. Adding significantly different programs at an approved site (only if programs are currently approved)</p> <p><i>50% or more new content</i></p> <p><i>25-49% new content</i></p> <p><i>24% or less new content</i></p>	
<input type="checkbox"/>	<p>20. Program Closure</p> <p><i>Closure is defined as closed to admission or entry, not the cessation of instruction; i.e., closure date is when students can no longer start, not the date instruction ends. Program closure includes ending a program at all locations or by all methods of delivery, but also includes ending a student’s completion option at a specific location or by a specific method of delivery. Therefore, program closure approval is required if a program closes</i></p> <ul style="list-style-type: none"> • <i>at a location (on-campus or off-campus instructional site) but continues to be offered at other locations, or</i> • <i>by a method of delivery but continues to be offered by other methods of delivery.</i> 	
<input type="checkbox"/>	<p>21. Initiating a Program Designed for Prior Learning</p> <p><i>Initiating a program requiring students to possess prior learning as a condition of admission <u>requires notification ONLY</u> prior to implementation. (Approval is required for institutions currently on Substantive Change Restriction.)</i></p>	
<input type="checkbox"/>	<p>22. Program Length Change</p> <p><i>A change in program length – for either an increase or a decrease – requires SACSCOC approval prior to implementation if</i></p> <ul style="list-style-type: none"> • <i>program credit hours (or an equivalent or comparable measure of progress such as clock hours or demonstrated competencies) increase or decrease by 25% or more — AND —</i> • <i>students' expected time to completion increases or decreases by more than one term or its equivalent or comparable measure.</i> <p><i>This requirement equally applies to degree, diploma, certificate, or other for-credit credentials.</i></p>	

<input type="checkbox"/>	<p>23. Program Re-Open</p> <p><i>A closed program may re-open within five years of the closure date by submitting notification. The closure date is the date the program was closed to admission, not necessarily the date of last instruction or the date SACSCOC approved the closure. If more than five years have elapsed, the program is subject to new program notification or approval.</i></p>	
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Off-Campus Instructional Site/Additional Location Changes:

	Type of Change	Explanation
<input type="checkbox"/>	<p>24. Off-Campus Instructional Site Notification/Approval _____ An off-campus instructional site at which 25-49% of a program’s instruction is delivered requires notification prior to implementation. _____ An off-campus instructional site at which 50% or more of a program’s instruction is delivered requires SACSCOC approval prior to implementation.</p>	
<input type="checkbox"/>	<p>25. Off-campus Instructional Site Relocation <i>Relocating an off-campus instructional site that is not a branch campus requires notification prior to implementation. This equally applies to notified sites and to approved sites.</i></p>	
<input type="checkbox"/>	<p>26. Off-campus Instructional Site Name or Address Change <i>Changing the name or address of an off-campus instructional site requires notification prior to implementation</i></p>	
<input type="checkbox"/>	<p>27. Off-campus Instructional Site Closure <i>Closing an off-campus instructional site requires SACSCOC approval. Closure approval equally applies to notified sites and approved sites.</i></p>	
<input type="checkbox"/>	<p>28. Off-campus Instructional Site Re-open <i>An off-campus instructional site previously approved for closure may be re-opened within five years of the closure date by submitting notification. If more than five years have elapsed, the site is subject to notification or approval as a new site.</i></p>	

Part II: Changes to New or Existing Programs

If the proposed change does not include any of the Types of Changes from Part I, check the appropriate box:

Type of Change:

Add New Program *(if this option is selected, please answer all remaining questions)*

Revise an Existing Program *(if this option is selected, please skip to Question 4)*

New Program Information	
1. Is this a NEW program related to an existing program?	
<input type="checkbox"/> Yes <i>(Please specify existing program: _____)</i> <input type="checkbox"/> No <i>(Please skip to Question 4)</i>	
2. If you answered 'YES' to the previous question, does the NEW program require the following:	
<i>Check all that Apply:</i>	<i>Explanation/Comment:</i>
<input type="checkbox"/> Additional Faculty	
<input type="checkbox"/> New Courses	<i>New Courses for this program will constitute approximately _____ % of overall coursework for this proposed degree/certificate. Other Comments:</i>
<input type="checkbox"/> New Content	<i>New Content for this program will constitute approximately _____ % of new instructional content for this proposed degree/certificate. Other Comments:</i>
<input type="checkbox"/> Additional Library or Other Learning Resources	
<input type="checkbox"/> New Equipment or Facilities	
<input type="checkbox"/> A Different Resource Base <i>(EX: Industry Partner contributions, grants, etc.)</i>	

<p>3. Based on the answers you provided in Question 2, does this proposed change represent a significant departure?</p> <p><input type="checkbox"/> Yes</p> <p> <input type="checkbox"/> 50% or more</p> <p> <input type="checkbox"/> 25% or more</p> <p><input type="checkbox"/> No (<i>Please explain</i>)</p>	
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4. Justification for request to include a discussion of credit hour equivalency, if applicable:

5. How will this change impact other programs at Navarro College?

6. Expected Date of Implementation: _____

Reminder: This form must be received prior to September 15 for the fall semester of the next academic year and February 15 for the spring or summer semester of the next academic year.

Part III: Approval

Approval/Required Signatures:

Program Dean:	
Executive Dean:	

Part IV: To be Completed by the SACSCOC Liaison

1. Does the information submitted in the request constitute a Substantive Change?
 Yes
 No
2. If yes, please indicate the required Substantive Change Procedure:
 Procedure One: The Review of Substantive Changes Requiring Approval Prior to Implementation (Prospectus)
 Procedure Two: The Review of Substantive Changes Requiring Only Notification Prior to Implementation (Letter)
 Procedure Three: Closing a Program, Site, Branch Campus or Institution

Rationale for this decision:

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VPAA (SACSCOC Liaison) Signature: _____

Date: _____