



Substantive Change Program Approval Review Form

This form is used as an assessment against SACSCOC policy regarding substantive change as it relates to new program approval (a subset of the larger SACSCOC substantive change policy which may be found here: <http://louisville.edu/oapa/substantive-change-1/sacscoc-substantive-change-policy-dec-2020>). Completion of this form helps OAPA to determine whether SACSCOC approval or notification is necessary prior to the implementation of a new program.

Academic Program:			
Proposed Implementation Date:			
New Program			
This program will have 25-49% new content*		<i>Notification required</i>	<input type="checkbox"/> NO <input type="checkbox"/> YES
This program will have 50-100% new content*		<i>Approval required</i>	<input type="checkbox"/> NO <input type="checkbox"/> YES
This program will be at a new instructional level (e.g., moving from bachelor to master level coursework)		<i>Approval required</i>	<input type="checkbox"/> NO <input type="checkbox"/> YES
	Percent of new courses being developed for program (not Gen Ed)?		%
	If 25% or more new courses being added, what percent of those courses have NEW CONTENT?		%
*New content is defined as academic content not previously taught in this program, at the current degree level, or at the University			
Program Length Change			
	This program will increase or decrease credit hours by 25% or more	<i>Approval required</i>	<input type="checkbox"/> NO <input type="checkbox"/> YES
AND	The increase/decrease in program length will change the expected time to completion for students by more than one term		<input type="checkbox"/> NO <input type="checkbox"/> YES
New Method of Instructional Delivery			
A new method of instructional delivery* is being added to the existing program * Methods of delivery are Competency-based, distance education, or face-to-face		<i>Notification required</i>	<input type="checkbox"/> NO <input type="checkbox"/> YES
Re-Opening a Program		Date program closed:	
Admissions to program closed for less than 5 years		<i>Notification required</i>	<input type="checkbox"/> NO <input type="checkbox"/> YES
Admissions to program closed for 5 years or longer Note: Programs closed 5 years or longer are considered NEW programs		<i>Approval required</i>	<input type="checkbox"/> NO <input type="checkbox"/> YES
Closing a Program			
This program is being closed for entry/admissions at all locations and methods of delivery		<i>Approval Required</i>	<input type="checkbox"/> NO <input type="checkbox"/> YES
Cooperative Academic Arrangement – Title IV Entity			
This program will have a cooperative agreement with a title IV certified entity where 50% or more of the program is offered through this arrangement		<i>Notification required</i>	<input type="checkbox"/> NO <input type="checkbox"/> YES
This program is dependent on the entity to deliver this program		<i>Notification required</i>	<input type="checkbox"/> NO <input type="checkbox"/> YES
Cooperative Academic Arrangement – NON-Title IV Entity			
This program will have a cooperative agreement with an entity that is not certified for Title IV to deliver less than 25% of the program content		<i>Notification required</i>	<input type="checkbox"/> NO <input type="checkbox"/> YES
This program will have a cooperative agreement with an entity that is not certified for Title IV to deliver 25-50% of the program content		<i>Approval required</i>	<input type="checkbox"/> NO <input type="checkbox"/> YES
Joint Academic Awards			
This program will award a joint degree with another SACSCOC institution		<i>Notification required</i>	<input type="checkbox"/> NO <input type="checkbox"/> YES
This program will award a joint degree with a non-SACSCOC institution or entity		<i>Approval required</i>	<input type="checkbox"/> NO <input type="checkbox"/> YES

Dual Academic Award			
This program allows students to receive instruction and two or more institutions in prescribed curricula leading to each institution granting academic awards at the same credential level	<i>Notification required</i>	<input type="checkbox"/> NO	<input type="checkbox"/> YES
Program Designed for Prior Learning			
This program will require students to possess prior learning experience as a condition of admission	<i>Notification required</i>	<input type="checkbox"/> NO	<input type="checkbox"/> YES
Competency-based Education by Direct Assessment			
This program allows for 25-49% of the program to be earned through the direct-assessment approach to competency-based education (CBE)	<i>Notification required</i>	<input type="checkbox"/> NO	<input type="checkbox"/> YES
This program allows for 50-100% of the program to be earned through the direct-assessment approach to competency-based education (CBE)	<i>Approval required</i>	<input type="checkbox"/> NO	<input type="checkbox"/> YES

Other Considerations:

What previously approved programs does the institution offer that are closely related to the new program? How are they related?

Will significant additional equipment or facilities be needed?

Will significant additional financial resources be needed?

Will a significant number of new faculty members will be required?

Will significant additional library/learning resources be needed?

OAPA Determination:

This completed form has been reviewed by the following:

<input type="checkbox"/>	Leslie Harper, Program Approval Coordinator	Date:	
<input type="checkbox"/>	Kay Vetter, Director of Accreditation and Academic Planning	Date:	
<input type="checkbox"/>	Bob Goldstein, Vice Provost for Assessment and University Decision Support/Analytics	Date:	

OAPA staff have consulted with the department about the type of substantive change, the action needed with SACSCOC (notification or approval), and have identified an appropriate timeline for implementation of changes.