

University of Louisville

Substantive Change Request Form

Substantive Change Initiator:	Title:
Check type of Substantive Change to be Initiated below:	Time Frame for Contacting COC:
<input type="checkbox"/> Initiating a branch campus *	6 months
<input type="checkbox"/> Initiating a certificate program - using existing approved courses	N/A
<input type="checkbox"/> Initiating a certificate program - at a new off-campus site *	Approval required prior to implementation
<input type="checkbox"/> Initiating a certificate program -significant departure from previously approved programs *	Approval required prior to implementation
<input type="checkbox"/> Initiating other certificate programs - using existing approved courses	N/A
<input type="checkbox"/> Initiating other certificate programs - at a new off-campus site *	6 months
<input type="checkbox"/> Initiating other certificate programs -significant departure from previously approved programs *	6 months
<input type="checkbox"/> Altering significantly the educational mission of the institution *	6 months
<input type="checkbox"/> Initiating joint or dual degrees with another institution - Accredited by SACSCOC	Prior to implementation
<input type="checkbox"/> Initiating joint or dual degrees with another institution - Not accredited by SACSCOC *	6 months
<input type="checkbox"/> Initiating joint or dual degrees with another institution - Dual programs *	Prior to implementation
<input type="checkbox"/> Initiating off-campus sites - 50% or more credits toward program *	6 months
<input type="checkbox"/> Initiating off-campus sites - 25-49% of credit	Prior to implementation
<input type="checkbox"/> Initiating off-campus sites - 24% or less credit	N/A
<input type="checkbox"/> Expanding program offerings at previously approved off-campus sites - significant departure (at the site)	Prior to implementation
<input type="checkbox"/> Expanding program offerings at previously approved off-campus sites - NOT significant departure	N/A
<input type="checkbox"/> Altering significantly the length of a program *	6 months
<input type="checkbox"/> Initiating distance learning - offering 50% or more of a program for the first time*	6 months
<input type="checkbox"/> Initiating distance learning - offering 25-49% of program	Prior to implementation
<input type="checkbox"/> Initiating distance learning - offering 24% or less of program	N/A
<input type="checkbox"/> Initiating programs or courses offered through contractual agreement or consortium	Prior to implementation
Entering into a contract with an entity not certified to participate in USDOE Title IV programs:	
<input type="checkbox"/> 25% or more of program offered by COC accredited Institution *	6 months
<input type="checkbox"/> less than 25% of program offered by COC accredited Institution	6 months
<input type="checkbox"/> Initiating a merger/consolidation with another institution *	6 months
<input type="checkbox"/> Changing governance, ownership, control, or legal status of an institution *	6 months
<input type="checkbox"/> Relocating a main or branch campus *	6 months
<input type="checkbox"/> Moving an off-campus instructional site	Prior to implementation
<input type="checkbox"/> Changing from clock hours to credit hours *	6 months
<input type="checkbox"/> Altering significantly the length of a program *	6 months
<input type="checkbox"/> Initiating degree completion programs *	6 months
<input type="checkbox"/> Closing a program, approved off-campus site, branch campus, or institution - Institution to teach-out its own students	Immediately following decision to close
<input type="checkbox"/> Closing a program, approved off-campus site, branch campus, or institution - Institution to contract with another institution to teach-out students (Teach-out Agreement)	Immediately following decision to close
<input type="checkbox"/> Acquiring any program or site from another institution *	6 months
<input type="checkbox"/> Adding a permanent location at a site...another institution that is closing *	6 months
See http://louisville.edu/institutionalresearch/accreditation/substantive-change.html for a complete listing of substantive changes and related rules.	
* Prospectus Report Required	

Description of Substantive Change
Date of Expected Implementation
<p>Submission to SACS/COC (Provost Office Use Only)</p> <p> <input type="checkbox"/> Approved (sign & date below) <input type="checkbox"/> Not Approved <input type="checkbox"/> Exempt or Not Applicable (N/A) </p> <p>Comment:</p>

Signatures:

Initiator	Date
Dean or Vice President	Date
Executive Vice President and University Provost	Date

If the substantive change request is approved, the accreditation liaison will notify the initiator of next steps, which may be a request for 1) a letter of notification or 2) the prospectus report. The liaison will coordinate the submission of all materials to SACS/COC and any required follow-up reporting.

Print and complete this form. Send to:
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 SACS/COC Accreditation Liaison
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