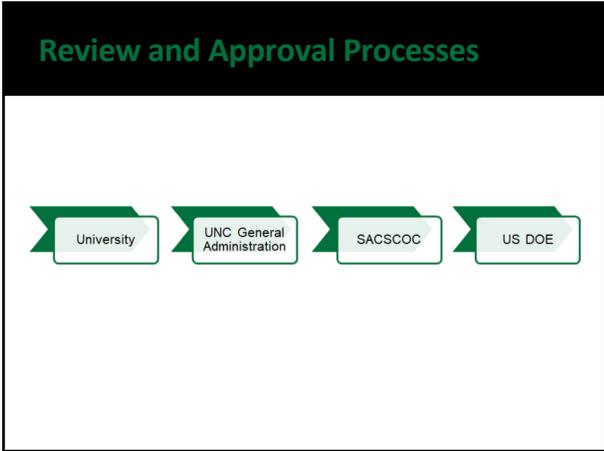




UNC CHARLOTTE

Faculty Briefing: New and Revised Academic Programs

Navigating SACSCOC, U.S. Department of Education and UNC System Requirements Successfully



Review and Approval: University and UNC System

- **New degree program procedures**
 - **Letter of Intent** (formerly “Request to Plan”)
 - Substantive Change Planning Questionnaire
 - Upload to Curriculog Program Form 2: New Degree Program (Letter of Intent)
 - If there are Distance Education considerations, also complete Curriculog Program Form 8: Distance Education Programs
 - **Request to Establish**
 - Student Learning Outcomes Assessment Plan
 - Upload to Curriculog Program Form 2: New Degree Program (Request to Establish)

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Review and Approval: University and UNC System, cont.

- New online or off-campus delivery of existing program – Request to Deliver
 - Complete [Curriculog](#) Program Form 8: Distance Education Programs
- Program, site, delivery closure – Request to Discontinue
 - Complete [Curriculog](#) Program Form 4: Program Revision or Inactivation

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Review and Approval: SACSCOC

- Substantive Change Overview
 - Certain educational practices that trigger compliance concerns (quality)
 - Procedures to address compliance
 - Consequences exist when we are not vigilant

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What is a substantive change?

The addition of courses or programs that represent a significant departure, either in content and expertise or method of delivery, from those that were offered when the institution was last evaluated.

Major change examples (approval required)

- New degree or certificate program (new course content)
- New off-site w/ 50% or more of program credits
- Increasing or decreasing the program's number of credit hours by 25% or more
- Dual or joint degree (non-SACSCOC partner)
- Closing a degree or certificate program

Minor change examples (notification required)

- New degree or certificate program (using existing course content)
- New off-site w/ 25 – 49% or more of program credits
- Change of program's name or CIP code

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Question

Why is there interest in changes occurring at an already accredited institution?

- Changes must align with the institutional mission
- Changes must have sufficient resources
- Educational practices must be sound

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Review and Approval: Dept of Ed

Assessment and Accreditation will provide notification to U.S. Department of Education following SACSCOC approval/notification

- Is facilitated and documented via workflow in Curriculog

How long will it take?

	Campus and UNC System Approval	SACSCOC Prior Approval	USDOE Approval	Total Time
New degree or certificate program (25%-33% or more new content)	1-2+ years	6-11 months	3 - 4 months	2-3+ years
New off-site w/ 50% or more of program credits	1 year	6-11 months	3 - 4 months	1-2+ years
Dual or joint degree	1-2 years	6 months	3 - 4 months	2-3+ years
Increasing or decreasing the program's number of credit hours by 25% or more*	2-6 months	6 months	3 - 4 months	1+ year

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How long will it take?

	Campus and UNC System Approval	SACSCOC Prior Approval	USDOE Approval	Total Time
Closing a degree or certificate program	2-6 months	4-5 months	3 - 4 months	1-2 years
New off-site w/ 25-49% or more of program credits	2-6 months	N/A (notification only)	N/A	< 1 year
Change of program's name or CIP code	2-6 months	N/A (notification only)	3 - 4 months	< 1 year

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Other Timing Considerations

<p>This timeline begins when the Letter of Intent is submitted to the System Office and does not take into account other factors such as:</p> <ul style="list-style-type: none"> The Provost and Chancellor need to approve the program to go forward The need for availability in our queue at the System Office Course development/approval 	<p>The time it takes the unit to discuss, plan, draft, and revise the proposal</p> <p>The time it takes the Dean, Provost and Chancellor to review and comment on the proposal</p> <p>Academic year/summer (implications for faculty governance and Board of Governors review)</p> <p>SACSCOC submission deadlines Jan 1 and July 1</p>
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Other Timing Considerations

<p>Distance Education</p> <p>Course/program modality</p> <ul style="list-style-type: none"> DE will create an online course development schedule based on internal capacity All off-site activities must be approved by UNC SO. Off-site locations must be reviewed and approved by DE 	<p>Recruitment and Enrollment</p> <p>Advertising and marketing</p> <p>Recruitment</p> <p>Application processes</p> <p>Enrollment</p>
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Website Resources

- [Assessment and Accreditation](#)
- [Academic Program Planning and Authorization \(UNC Charlotte\)](#)
 - [Procedure: Letter of Intent](#)
 - [Procedure: Request to Establish](#)
- [Academic Program Planning and Authorization \(UNC System\)](#)
- [Curriculog](#)

Personnel Resources

- **Christine Robinson**, Executive Director, Office of Assessment and Accreditation, serves as the SACSCOC accreditation liaison for UNC Charlotte. crobinson@uncc.edu
- **Leslie R. Zenk**, Assistant Provost, serves as the Campus Program Coordinator for UNC Charlotte and UNC System Office. lzenk@uncc.edu
- **Jody Cebina**, Director, Distance Education and Summer School, serves as a resource for Distance Education program approval and operation, including online and off-site instruction. jcebina@uncc.edu
- **Johnna Watson**, Associate Dean, Graduate School, serves as a resource for graduate programs. jwwatson@uncc.edu

Questions?

Think years, not months
