Substantive Change Survey Form

This form is designed to enable faculty seeking to modify academic programs to determine whether their proposed change will qualify as a substantive change according to the SACSCOC Substantive Change Policy and Procedures, and if so, whether approval or notification is required. Be aware that depending on the nature of the change, and whether approval by SACSCOC is required, the substantive change process may take 2 – 5 months.

Directions: Proposals answering "Yes" to at least one question on this form should contact Trinity's SACSCOC liaison, Frances Frey, to determine next steps. Typically, opening and closing minors, concentrations or specializations does constitute a substantive change. However, because the policy is complex and changes frequently, we recommend contacting Frances if you answer "Yes" to any of the questions below.

I.	**Proposal Primary Contact & Rank:**			
	School:	**Degree Program:**		
II.	**Proposed Implementation Date:**	**Date Submitted:**		
	Proposed Change *(1 sentence)*:			
III.	**Type of Substantive Change (Select "Yes" for all that apply)**			
New Program/Certificate				
This program will have **25-49% new content***		*Notification required*	☐NO	☐YES
This program will have **50-100% new content***		*Approval required*	☐NO	☐YES
This program will be at a **new instructional level** (e.g., moving from bachelor to master level coursework)		*Approval required*	☐NO	☐YES
	Percent of new courses being developed for program (not Pathways)?			**%**
	If 50% 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		☐NO	☐YES
AND	The increase/decrease in program length will change the expected time to completion for students by more than one term	*Approval required*	☐NO	☐YES
Adding a 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*		*Notification required*	☐NO	☐YES
Closing a Method of Instructional Delivery				
A method of instructional delivery is being removed from an existing program * *Methods of delivery are competency-based, distance education, or face-to-face*		*Approval required*	☐NO	☐YES
Re-Opening a Program		**Date program closed:**		
Admissions to program closed for **less than 5 years**		*Notification required*	☐NO	☐YES
Admissions to program closed for **5 years or longer** Note: Programs closed 5 years or longer are considered NEW programs		*Approval required*	☐NO	☐YES
Closing a Program				
This program is being closed for entry/admissions at all locations		*Approval Required*	☐NO	☐YES
New 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		*Notification required*	☐NO	☐YES
This program **is dependent on the entity** to deliver this program		*Notification required*	☐NO	☐YES

New 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	*Notification required*	☐NO	☐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	*Approval required*	☐NO	☐YES
New Joint Academic Awards			
This program will award a joint degree with another SACSCOC institution	*Notification required*	☐NO	☐YES
This program will award a joint degree with a non-SACSCOC institution or entity	*Approval required*	☐NO	☐YES
New Dual Academic Award			
This program allows students to receive instruction at two or more institutions in prescribed curricula leading to each institution granting academic awards at the same credential level	*Notification required*	☐NO	☐YES
New Program Designed for Prior Learning			
This program will require students to possess prior learning experience as a condition of admission to the program	*Notification required*	☐NO	☐YES
New 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)	*Notification required*	☐NO	☐YES
This program allows for **50-100% of the program** to be earned through the direct-assessment approach to competency-based education (CBE)	*Approval required*	☐NO	☐YES
New Dual Credit/Dual Enrollment			
The program is **entering** a new Dual Credit/Dual Enrollment agreement with a Texas public or private high school in which the course is taught by a high school instructor **on the high school campus** (off-campus instructional site)	*Notification required*	☐NO	☐YES
The program is **entering** a new Dual Credit/Dual Enrollment agreement with a Texas public or private high school in which students from the high school will be attending a course(s) taught by a Trinity University instructor **on the Trinity University campus**	*Notification required*	☐NO	☐YES
The program is **closing** a Dual Credit/Dual Enrollment arrangement with a Texas public or private high school in which the course is taught by a high school instructor **on the high school campus** (off-campus instructional site)	*Notification required*	☐NO	☐YES