Faculty Briefing: New and Revised Academic Programs - Navigating SACSCOC, U.S. Department of Education and UNC System Requirements Successfully
Procedures: Degree Programs

New degree program procedures

New Degree Programs:
1. Letter of Intent
2. Request to Establish

Request to Deliver (New online or off-campus delivery of existing program)

Request to Discontinue (Program, site, delivery closure)
What is a SACSCOC substantive change?

Major change examples (approval required):

- New degree or certificate program (50% 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 completion option (a completion option is removed that students were offered at enrollment)

Minor change examples (notification required):

- New degree or certificate program (25 - 49% new course content)
- New off-site w/ 25 – 49% or more of program credits
- Change of program’s name or CIP code
Assessment and Accreditation will provide notification to U.S. Department of Education following SACSCOC approval/notification.

- Is facilitated and documented via workflow in Curriculog.
Think years, not months
## Timing: Examples

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Campus and UNC System</th>
<th>SACSCOC</th>
<th>USDOE</th>
<th>Total Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>New degree or certificate (¼ to ⅓ or more new content)</td>
<td>1-2+ years</td>
<td>6 months</td>
<td>3 - 4 months</td>
<td>2-3+ years</td>
</tr>
<tr>
<td>New off-site w/ 50% or more</td>
<td>1 year</td>
<td>6 months</td>
<td>3 - 4 months</td>
<td>1-2 years</td>
</tr>
<tr>
<td>Dual or joint degree (significant departure)</td>
<td>1-2 years</td>
<td>6 months</td>
<td>3 - 4 months</td>
<td>2-3+ years</td>
</tr>
<tr>
<td>Increasing or decreasing program number of credit hours by 25%+</td>
<td>N/A</td>
<td>6 months</td>
<td>3 - 4 months</td>
<td>&lt; 1 year</td>
</tr>
<tr>
<td>Closing a degree or certificate program</td>
<td>2-6 months</td>
<td>6 months</td>
<td>3 - 4 months</td>
<td>1-2 years</td>
</tr>
<tr>
<td>Change of program’s name or CIP code</td>
<td>2-6 months</td>
<td>N/A (notification only)</td>
<td>3 - 4 months</td>
<td>&lt; 1 year</td>
</tr>
</tbody>
</table>
Timing: Other Considerations

- Discussion, planning, drafting, and revising the proposal
- Course development and approval
- Provost and Chancellor approval
- Availability in our queue at the System Office
- Academic year/summer timing implications for faculty governance and Board of Governors
- Advertising and marketing
- Recruitment
- Application processes
- Enrollment
- Course/program modality

Think years, not months
Resources

• **Christine Robinson**, Executive Director, Office of Assessment and Accreditation: crobinson@uncc.edu

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• **Dawn Tench**, Faculty Personnel Manager for Academic Budget: hftench@uncc.edu

**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