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

Review and Approval Processes

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)
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

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

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
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

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?

<table>
<thead>
<tr>
<th>Changes</th>
<th>Campus and UNC System Approval</th>
<th>SACSCOC Prior Approval</th>
<th>USDOE Approval</th>
<th>Total Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>New degree or certificate program (25% or more new content)</td>
<td>1-2+ years</td>
<td>6-11 months</td>
<td>3-4 months</td>
<td>2-3+ years</td>
</tr>
<tr>
<td>New off-site with 50% or more of program credits</td>
<td>1 year</td>
<td>6-11 months</td>
<td>3-4 months</td>
<td>1-2+ years</td>
</tr>
<tr>
<td>Dual or joint degree</td>
<td>1-2 years</td>
<td>6 months</td>
<td>3-4 months</td>
<td>2-3+ years</td>
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<tr>
<td>Increasing or decreasing the number of credit hours by 25% or more*</td>
<td>2-6 months</td>
<td>6 months</td>
<td>3-4 months</td>
<td>2-3+ years</td>
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</table>
How long will it take?

<table>
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<tr>
<th>Event Description</th>
<th>Campus and UNC System Approval</th>
<th>SACSCOC Prior Approval</th>
<th>USDOE Approval</th>
<th>Total Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Closing a degree or certificate program</td>
<td>2-6 months</td>
<td>4-5 months</td>
<td>3-4 months</td>
<td>1-2 years</td>
</tr>
<tr>
<td>New off-site w/ 25-49% of program credits</td>
<td>2-6 months</td>
<td>N/A (notification only)</td>
<td>N/A</td>
<td>&lt; 1 year</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>

Other Timing Considerations

This timeline begins when the Letter of Intent is submitted to the System Office and does not take into account other factors such as:
- 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

The time it takes the unit to discuss, plan, draft, and revise the proposal
- The time it takes the Dean, Provost and Chancellor to review and comment on the proposal
- Academic year/summer (implications for faculty governance and Board of Governors review)
- SACSCOC submission deadlines Jan 1 and July 1

Other Timing Considerations

Distance Education
- Course/program modality
  - 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

Recruitment and Enrollment
- Advertising and marketing
- Recruitment
- Application processes
- Enrollment
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