Faculty Briefing: New and Revised Academic Programs

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

University > UNC System Office > SACSCOC > US DOE
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
Why is SACSCOC interested 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
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 program, site, or program at a site

### 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
Major changes require a submission and approval of a written prospectus

- Self-assessment questionnaires
- Prospectus guidelines and examples
- Requirement checklist
- Approval process

Minor changes require a notification letter with supporting documentation

Is facilitated and documented via workflow in Curriculog
U.S. Department of Education (USDOE) approval follows SACSCOC approval/notification

- Is facilitated and documented via workflow in Curriculog
- Assessment and Accreditation will provide notification to USDOE
- Assessment and Accreditation will document approval
### How long will it take?

<table>
<thead>
<tr>
<th>New Degree or Certificate Program (25%-33% or More New Content)</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 Off-Site w/ 50% or More of Program Credits</td>
<td>1-2+ years</td>
<td>6-11 months</td>
<td>3 - 4 months</td>
<td>2-3+ years</td>
</tr>
<tr>
<td>Dual or Joint Degree</td>
<td>1 year</td>
<td>6-11 months</td>
<td>3 - 4 months</td>
<td>1-2+ years</td>
</tr>
<tr>
<td>Increasing or Decreasing the Program’s Number of Credit Hours by 25% or More*</td>
<td>1-2 years</td>
<td>6 months</td>
<td>3 - 4 months</td>
<td>2-3+ years</td>
</tr>
<tr>
<td></td>
<td>2-6 months</td>
<td>6 months</td>
<td>3 - 4 months</td>
<td>1+ year</td>
</tr>
</tbody>
</table>
# How long will it take?

<table>
<thead>
<tr>
<th>Event</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% or more 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