SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS  
COMMISSION ON COLLEGES  
SUBSTANTIVE CHANGE PROSPECTUS  
UNIVERSITY OF NORTH CAROLINA AT CHARLOTTE  
(insert name of program)

<table>
<thead>
<tr>
<th>Name of Institution:</th>
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<tbody>
<tr>
<td>University of North Carolina at Charlotte</td>
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<tr>
<th>Location:</th>
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<tbody>
<tr>
<td>9201 University City Blvd., Charlotte, NC 28223</td>
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<table>
<thead>
<tr>
<th>Name and Title of Individual Completing the Prospectus:</th>
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<tbody>
<tr>
<td>Dr. (insert chair/coordinator name),</td>
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<tr>
<td>Chair, (insert department/program name)</td>
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<table>
<thead>
<tr>
<th>Dr. Christine Robinson, Executive Director, Office of Assessment and Accreditation</th>
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<tr>
<th>Telephone:</th>
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<tbody>
<tr>
<td>(insert chair/coordinator phone #)</td>
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<tr>
<td>(704) 687-5385</td>
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<table>
<thead>
<tr>
<th>Email Address:</th>
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<tbody>
<tr>
<td>(insert chair/coordinator email address)</td>
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<tr>
<td><a href="mailto:crobinson@uncc.edu">crobinson@uncc.edu</a></td>
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<th>Fax Number:</th>
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<tbody>
<tr>
<td>(insert chair/coordinator fax #)</td>
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<tr>
<td>(704) 687-1457</td>
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<tr>
<th>Date Submitted:</th>
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<tr>
<td>(insert date), 20XX</td>
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List of Degrees
List degrees that the institution is authorized to grant. As a subset of each degree, list majors available. (Photocopy from catalog is acceptable)

Required Components of the Prospectus

1. ABSTRACT REQUIREMENTS (limit to one page or less)
   • Describe the proposed change with its date of implementation.
   • Provide projected number of students, if applicable.
   • Describe the primary target audience.
   • Describe strengths of the institution to undertake this change.
   • Indicate the projected life of the program or site, if applicable (one time/limited duration or ongoing).

2. DETERMINATION OF NEED FOR THE CHANGE/RELATIONSHIP TO MISSION/PLANNING AND APPROVALS FOR THE CHANGE REQUIREMENTS
   • Describe how the change is consistent with the mission and goals of the institution.
   • Describe how the need for the change was determined and how the change was approved by the institution.
   • Provide evidence of legal authority for the change if approval is required by the governing board or the state.
   • Provide documentation of faculty involvement in the planning and approval of the change.

3. REQUIRED INFORMATION FOR THE SPECIFIC SUBSTANTIVE CHANGE REQUIREMENTS
   (SELECT THE CHANGE RELEVANT TO THE PROSPERUTUS AND PROVIDE ALL INFORMATION REQUIRED FOR THAT PARTICULAR CHANGE)

   For a NEW PROGRAM provide the following information:
   • Provide the curriculum for the program and a projected schedule of course offerings.
   • Provide program-specific goals (objectives) and specific student learning outcomes for the program.
   • Describe how the student learning outcomes for the program will be assessed.
   • Provide course descriptions for all courses in the proposed program.
   • Describe admissions and graduation requirements for the program.
   • Demonstrate compliance with Standard 10.7 (policies for awarding credit) of the Principles of Accreditation.
   • For a program offered in compressed time frames, describe the methodology for determining that levels of knowledge and competencies comparable to those required in traditional formats have been achieved.
   • Describe administrative oversight to ensure the quality of the program.

Commented [t1]: The Office of Assessment and Accreditation will provide.
Commented [RC2]: Chair/Coordinator to use information from the Letter of Intent:
Program Summary
Proposed Term to Enroll First Students
Commented [RC3]: Chair/Coordinator to use information from the Request to Establish, Program Planning and Unnecessary Duplication:
Enrollment. Estimate the total number of students that would be enrolled in the program during the first year of operation and in each delivery mode (campus, online, site, etc.)
Commented [RC4]: Chair/Coordinator may excerpt information from the Letter of Intent:
Student Demand
Societal Demand
Commented [RC5]: Chair/Coordinator must address if the program will be offered to one cohort in a limited time frame or if the program will be offered in perpetuity.
Commented [RC6]: Chair/Coordinator may excerpt information from the Letter of Intent:
Program Summary
Student Demand
Commented [RC7]: Chair/Coordinator to provide
List of Curriculog approvals
Commented [RC8]: Chair/Coordinator may excerpt information from the Letter of Intent:
Commented [RC9]: Chair/Coordinator to use information from the Request to Establish, Program Planning and Unnecessary Duplication:
Commented [RC10]: Chair/Coordinator to use information from the Request to Establish, Program Planning and Unnecessary Duplication:
Commented [RC11]: Chair/Coordinator to use information from the Request to Establish, Program Planning and Unnecessary Duplication:
Commented [RC12]: Chair/Coordinator to use information from the Request to Establish, Program Planning and Unnecessary Duplication:
Commented [RC13]: The Office of Assessment and Accreditation will provide standard language.
Commented [RC14]: Chair/Coordinator to use information from the Request to Establish, Administration part (a).
4. FACULTY QUALIFICATIONS REQUIREMENTS

- Provide a completed Faculty Roster Form for faculty members scheduled to teach in the new program, site or method of delivery. Follow directions for completing the Faculty Roster which requires that the institution present the qualifications of each faculty member to teach the courses assigned to them. Provide courses to be taught in the first year of the new program or site; do not include historical teaching assignments. The Faculty Roster Form and Faculty Roster Form Instruction can be found on the SACSCOC website.
- For a new program, the institution must demonstrate that it has at least one qualified faculty member in the discipline to develop the curriculum and/or teach in the program. Refer to Standard 6.2.a of the Principles of Accreditation. To-be-hired faculty can be included on the Faculty Roster with expected qualifications for teaching the courses assigned.
- Provide narrative with supporting evidence that the number of full-time faculty members will be adequate to support the initiative and describe the impact on faculty workload of the new program, new site, or distance delivery.

5. LIBRARY AND LEARNING RESOURCES

- List and describe discipline-specific learning resources to support a new program. Please do not list all library resources, include only those related to the proposed change. If electronic databases are listed, describe the discipline-specific suites of resources rather than the name only of the database or the consortium through which it is accessed (Such as Galileo, Louis, TexShare, Viva, etc.)
- Document discipline-specific refereed journals and primary source materials. This is particularly important for graduate programs and especially important for doctoral programs.
- Describe how students enrolled in a new program, at an off-campus instructional site, or in a distance education program can access these discipline-specific library and learning resources.
- Describe how students are made aware of library and learning resources available to them and how they can learn how to access the resources and are instructed in the use of online resources, as well as on-site library resources.
- Describe resources to support students in access to and use of library and learning resources.

6. STUDENT SUPPORT SERVICES

- Describe specific programs, services, and activities which will support students enrolled in the new program and/or enrolled at a new off-campus site/additional location and/or enrolled in distance education programs. Do not list student support services which are not relevant to the specific change.

7. PHYSICAL RESOURCES

Commented [CR15]: Chair/Coordinator may use the official SACSCOC Faculty Roster Form provided in the Request to Establish, Faculty (a) or (b).

Commented [RC16]: Chair/Coordinator to use information from the Request to Establish, Faculty (c) and (d).

Commented [RC17]: Chair/Coordinator must work with the research librarian assigned to the program to gather information specific to the program. The Office of Assessment and Accreditation can provide a sample format.

Commented [RC18]: The Office of Assessment and Accreditation will provide standard language for use on the main campus.

Commented [RC19]: The Office of Assessment and Accreditation will provide standard language.

Commented [HH20]: Chair/Coordinator to use information from the Request to Establish, Facilities and Equipment.
• Describe the adequacy of physical facilities which will support the change.
• Describe equipment which will be available for a new program or available at a new site.
• Describe the impact that the proposed change will have on physical facilities and equipment for existing programs and services.

8. FINANCIAL SUPPORT

• Provide a business plan that includes all of the following (NOTE: This applies to ALL submissions)
  (a) a description of financial resources available to support the proposed change, including a budget for the first year of the proposed change (a three-year budget is required for a new branch campus). Do not send a copy of the entire institutional budget.
  (b) projected revenues and expenditures and cash flow for the proposed change
  (c) the amount of resources going to institutions or organizations for contractual or support services for the proposed change
  (d) a contingency plans in the event that required resources do not materialize.

9. DESCRIPTION OF INSTITUTIONAL EVALUATION AND ASSESSMENT PROCESSES FOR THE CHANGE

• Provide a brief description of institutional assessment processes.
• Describe how the institution will incorporate the change (program, site, distance education or other change) into the institution-wide review and assessment processes.

Guidelines for the Chair/Coordinator
• Complete a prospectus of no more than 25 pages exclusive of supporting documentation in a Word format.
• Current links to websites may be provided in the narrative. Please check to make sure the links are operational.