



Substantive Change Checklist¹

Substantive change, according to the Commission on Colleges of the Southern Association of Colleges and Schools (SACSCOC or SACS), is “a significant modification or expansion of the nature and scope of an accredited institution.”² Substantive change is a federal concept, based in the regulations of the U.S. Department of Education,³ which regional accreditors are required to enforce.

The University is required to submit any substantive change to SACS for review, and in some cases approval, prior to implementation of such substantive change. As noted by SACS:

“if an institution fails to follow the substantive change policy and procedures of the Commission on Colleges, it may lose its Title IV funding or be required by the U.S. Department of Education to reimburse it for money received by the institution for programs related to the unreported substantive change. In addition, the institution’s case may be referred to the Commission for the imposition of a sanction or for removal from membership.”⁴

Checklist Instructions: To ensure substantive change compliance, individuals should complete the checklist on the following pages in the early stages of any proposal (e.g. new degree program, new certificate program, etc.) or curricular revision. **Upon completion, the form must be submitted to the associate provost for institutional effectiveness or designee by e-mail to InstitutionalEffectiveness@uky.edu. A determination as to whether the proposed program or changes to the existing program constitutes a substantive change will be made within seven (7) business days of receipt and next steps will be communicated accordingly.**

Questions concerning substantive change are to be directed to Dr. GT Lineberry, associate provost for faculty advancement and institutional effectiveness (gt.lineberry@uky.edu) and Dr. Mia Alexander-Snow, director of planning and institutional effectiveness (mia.alexander-snow@uky.edu).

¹ Adapted, with appreciation, from University of Virginia’s “Substantive Change Checklist.”

² See [Substantive Change for Accredited Institutions of the Commission on Colleges: Policy Statement](#), p. 1.

³ See [34 C.F.R. § 602.22](#).

⁴ See [Substantive Change for Accredited Institutions of the Commission on Colleges: Policy Statement](#), p. 9.

University of Kentucky

Substantive Change Checklist

Instructions: Email completed form to: InstitutionalEffectiveness@uky.edu, Subject line: SACSCOC Sub Change Questions concerning substantive change are to be directed to Dr. GT Lineberry, associate provost for faculty advancement and institutional effectiveness (gt.lineberry@uky.edu) and Dr. Mia Alexander-Snow, director of planning and institutional effectiveness (mia.alexander-snow@uky.edu).

Please note: there is a 200 character limit for each text box.

Name of Proposed Program/Action:

Program CIP Code:

General Description of Proposed Action (e.g., new program/courses/delivery or changes to program (such as change in course(s)/delivery mode). Attach applicable documentation to support the program description with checklist submission):

Total number of Credit hours for:

New or Proposed Degree/Certificate:

Existing Degree/Certificate:

New or Proposed Program Major:

Existing Program Major:

Is this an Accredited Program? No Yes , Name of Accreditor:

Sponsoring College/Home Educational Unit:

College/Department/Educational Unit Contact:

Date form Completed:

SACSCOC Substantive Change Items	Yes	No	Not Sure	Provide brief explanation (if necessary)
<u>The proposed program or existing program requires a number of new faculty.</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>More than 25 percent of the required courses for the proposed or existing program are new.</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

SACSCOC Substantive Change Items	Yes	No	Not Sure	Provide brief explanation (if necessary)
<u>More than 50 percent of the required courses</u> for the proposed or existing program <u>are new</u> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The proposed or existing program requires new library or other learning resources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The proposed or existing program requires new equipment or facilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The proposed or existing program requires a new resource base.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The proposed or existing program will initiate a <u>branch campus</u> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The proposed or existing program will initiate a <u>dual degree program with another institution</u> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The proposed or existing program will initiate a <u>joint degree program with another institution</u> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The proposed or existing program will initiate a <u>certificate program</u> ? (if yes, answer the following)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Will the proposed certificate program utilize existing courses? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Will the proposed certificate program be offered at a new off-Grounds site? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Does the proposed certificate program represent a significant departure from previously approved programs? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The proposed or existing program will be initiated <u>at a new off-Grounds site</u> ? (if yes, answer the following)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Will a student be able to earn 50 percent or more of program credits <u>at the site</u>? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Will a student be able to earn 25 to 49 percent of program credits <u>at the site</u>? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Will a student be able to earn 24 percent or less of program credits <u>at the site</u>? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

SACSCOC Substantive Change Items	Yes	No	Not Sure	Provide brief explanation (if necessary)
The proposed or existing program will be at an <u>existing off-Grounds site</u> ? (if yes, answer the following)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Does the proposed program represent a significant departure from previously approved programs [at the existing site]? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The proposed or existing program will be offered via distance education. (if yes, answer the following)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Will more than 50 percent of the program be offered via distance education? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Will 25-49 percent of the program be offered via distance education? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Will less than 25 percent of the program be offered via distance education? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Total number of proposed course changes (as applicable) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The proposed or existing program or courses will be initiated through contractual agreement or consortium.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The proposed or existing program will relocate an existing off-Grounds site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The change to the existing program will <u>significantly alter the length of the currently approved program</u> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The proposed or existing program will initiate a degree completion program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The proposed program will close an existing program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	