

Checklist for Substantive Changes not included on Academic Decision Making Processes Chart	Yes	No	Don't Know
1. Will the proposal add programs that represent a significant departure, either in content or method of delivery, from those that are currently offered? <i>If yes, answer the following questions.</i>			
Will the proposed program require a number of new faculty?			
Are more than 25 % of the courses required for the proposed program new?			
Will the proposal require new library or learning resources or new equipment or facilities?			
2. Will the proposal close an existing program? <i>If yes, answer the following questions.</i>			
Has a teach-out plan been developed to allow existing students to transfer to another program or finish the current program within five years?			
Will faculty members be affected by the closing of the program?			
3. Will the proposal initiate a new off-campus location? <i>If yes, answer the following question.</i>			
Will students be able to earn 50% or more of program credits for a credential (including certificates) at the new off-campus locations?			
4. Will the proposal initiate a branch campus?			
5. Will the proposal initiate a program at an existing off-campus site? <i>If yes, answer the following question.</i>			
Does the proposed program represent a significant departure from previously approved programs at that site?			
6. Will the proposal initiate a program offered via distance education? <i>If yes, answer the following questions.</i>			
Will more than 50 % of the program be offered via distance education?			
Have you discussed the program with the Department of Learning Technologies?			
7. Will the proposal initiate a program or courses through contractual agreement or consortium? (Substantive change includes dual credit and joint credit but does not include articulation agreements.)			
8. Will the proposal relocate an existing off-campus site?			
9. Will the proposal significantly alter the length of an existing program? <i>If yes, answer the following questions.</i>			
Will the length of the program drop below 120 hours for baccalaureate or below 30 hours for Master's program?			
For dual degree programs, will the combined number of credit hours be less than the sum of the required number of credit hours for each degree? For example, a dual degree consisting of a baccalaureate (120 hours) and a master's (30 hours) should have no less than 150 hours for the dual degree program.			

Questions concerning substantive change may be directed to Dr. Emily Cutrer, President, and SACSCOC Liaison, at 903.223.3001 or ecutrer@tamut.edu