

SUBSTANTIVE CHANGE CHECKLIST

INTRODUCTION

Substantive change is a federal term pertaining to any “significant modification of the nature and scope of an accredited institution.” Colleges and Universities must notify their accrediting body of potential or actual substantive change in a timely fashion, and in many cases must receive approval for such change from the accrediting body before the initiative is implemented.

Duke University’s regional accrediting body, the Commission on Colleges (COC) of the Southern Association of Colleges and Schools (SACS), is required by the federal government to monitor its constituents' compliance with the substantive change policy and to grant permission for major changes to occur. In order to ensure our compliance, all proposers of new programs, degrees, and other major initiatives should review the substantive change policy at the link provided in Appendix Y of the Faculty Handbook as well as the relevant portion of the SACS website, which contains much useful information: (<http://www.sacscoc.org/SubstantiveChange.asp>). In addition, proposers must fill out this checklist and submit it to the Duke University Liaison to SACS, Vice Provost Judith Ruderman, before presenting the initiative to the Academic Programs Committee (in the case of academic programs and degrees) or to the University Priorities Committee (in the case of major non-academic changes).

Please feel free to call Vice Provost Judith Ruderman with any questions (684-3296) or to email her at judith.ruderman@duke.edu.

CHECKLIST

This initiative . . .

	<u>Yes</u>	<u>No</u>
Initiates coursework or programs at a more advanced level than currently approved.	<input type="checkbox"/>	<input type="checkbox"/>
Expands at current degree level (significant departure from current programs)	<input type="checkbox"/>	<input type="checkbox"/>
Initiates a branch campus.	<input type="checkbox"/>	<input type="checkbox"/>
Initiates off-campus sites where Student can obtain 50% or more credits toward program.	<input type="checkbox"/>	<input type="checkbox"/>
Student can obtain 25-49% of credit.	<input type="checkbox"/>	<input type="checkbox"/>
Adds significantly different program at an approved site.	<input type="checkbox"/>	<input type="checkbox"/>
Initiates distance learning Offering 50% or more of program.	<input type="checkbox"/>	<input type="checkbox"/>
Offering 25-49% of program.	<input type="checkbox"/>	<input type="checkbox"/>
Initiates programs/courses offered through contractual agreement or consortium.	<input type="checkbox"/>	<input type="checkbox"/>

	<u>Yes</u>	<u>No</u>
Changes the number of credit hours awarded for Successful completion of a program.	<input type="checkbox"/>	<input type="checkbox"/>
Initiates a merger/consolidation.	<input type="checkbox"/>	<input type="checkbox"/>
Changes governance, ownership, control or legal status.	<input type="checkbox"/>	<input type="checkbox"/>
Alters significantly the length of a program.	<input type="checkbox"/>	<input type="checkbox"/>
Closes an institution/program; initiates teach-out agreements.	<input type="checkbox"/>	<input type="checkbox"/>

Thank you for your attention to this checklist, and for helping to ensure Duke University's compliance with federal regulations.