**Substantive Change: New Non-Degree Program Proposal**

Please read these instructions carefully before beginning. Incomplete proposals will be returned, and the review will be delayed. Staff may refer the review to a Substantive Change panel if necessary. New non-degree proposals will be reviewed by WSCUC staff within 30 days of receipt.

**INSTRUCTIONS**

This form is to be completed for the following types of **non-degree programs carrying academic credit** (as determined by the institution):

* New program offered at any location (main campus or any off-campus location, including international). If the location is not currently approved and 50% or more of the program will be offered there, a separate proposal for the location must be submitted.
* Distance education program (if 50% of more of the program will be offered by distance education), defined as:

Education that uses one or more of the technologies listed below to deliver instruction to students who are separated from the instructor or instructors and to support **regular and substantive interaction** between the students and the instructor or instructors, either synchronously or asynchronously. The technologies that may be used to offer distance education include:

* + The internet;
	+ One-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband, fiber optic, satellite, or wireless communication devices;
	+ Audioconference;
	+ Other media used in a course in conjunction with any of the technologies listed in this definition

If the new program is proposed to be offered both on-ground and through distance education, you must submit a separate proposal for each modality. Proposals to offer existing programs at new locations require a different template (Additional location or Branch Campus).

Please contact John Hausaman, Assistant Vice President, if you have any questions about the process at jhausaman@wscuc.org.

**COMPLETING THE PROPOSAL**

* Please answer each question. If a question is not applicable, enter "N/A" in the appropriate section. Do not delete the questions.
* We strongly recommend that you review the document [Common Issues in Substantive Change Proposals](http://www.wascsenior.org/content/frequent-issues-sub-change-proposals) which identifies common areas of weakness in proposals and can be a useful tool as you draft your proposal.
* The proposal must be saved as a Microsoft Word document. Attachments are preferred as PDF.

**NAMING YOUR PROPOSAL AND ATTACHMENTS**

Use the following naming convention for your document.

**[Tentative Review Year-Month], [Institution Name]: [Program Name]**

Example: 2016-07, Sunshine University: Certificate in Accounting

Please make sure that all attachments are named consistently and referenced with the same name in the appropriate place in the narrative. The name of the attachment should begin with the Section number and question to which it is referring. For example, “Attachment III.B.2: Curriculum Map”, would reference the curriculum map requirement in Section III, question B.2. Attachments are preferred as PDFs.

**REVIEWING YOUR PROPOSAL**

Before submitting your proposal, the Accreditation Liaison Officer (ALO) should conduct a review of the proposal noting the following:

* The proposal uses the appropriate form and is named correctly.
* All questions in the proposal are answered completely and directly, or marked as “N/A”.
* The narrative is complete, clear, and understandable to someone outside of the department or institution.
* All attachments open.
* All attachments are referenced in the narrative in the appropriate section.
* All hyperlinks function appropriately. Hyperlinks should be used sparingly. As much as possible, please summarize the information requested or copy the appropriate information in an attachment to the proposal. Hyperlinks should directly take the reviewer to the specific information being referenced. (Don’t include a link to the entire catalog, for instance, when referencing only one program described in it.)
* There are no font or formatting inconsistencies that might distract the readers.

**SUBMITTING YOUR PROPOSAL**

* To submit the completed proposal, please complete the request for a new non-degree program in the Accreditation Management Portal. We will then provide you with a link to a Box.com folder to upload the proposal.
* Refer to the “READ ME FIRST Sub Change Proposal Submission Instructions” document in the Box.com folder for this proposal.
* Please have your institution's Accreditation Liaison Officer notify Konami Chisholm (kchisholm@wscuc.org) once the proposal is complete and has been uploaded to Box.com.

**RESOURCES**

For more information on substantive change policy and procedures, please refer to:

* The [Substantive Change Manual.](http://www.wascsenior.org/content/substantive-change-manual)
* Additional resources and documents may be found on the [Substantive Change page](http://wascsenior.org/resources/subchange) or in the [Document Library](http://www.wascsenior.org/document-list) on the [WSCUC website](http://www.wascsenior.org).

**Program Name:**

## Section I: Program and Institutional Overview

**A**. **Program Overview**

1. Is this program offered onsite or via distance education (choose one):

Onsite:   [ ]         Via distance education: [ ]

The program will be considered to be in the modality that consists of 50% or more of the offerings. If the program is intended to be offered in both modalities, two separate proposals must be submitted.

If the program will be delivered in a hybrid/blended format, please briefly explain how the program will be delivered (example: *The program contains a combination of face-to-face courses held on-campus, online courses, and several weekend residencies at an off-campus location*).

1.a Is this program currently approved to be offered in a different modality?

2. What is the anticipated start date of classes?

**B. Institutional Context** (CFRs 1.1, 1.2, 2.2, 2.2a, 2.2b, 4.6, 4.7)

1. Provide a brief description of the institution including the broader institutional context in which the new program will exist. Connect the anticipated substantive change with the mission, purpose, and strategic plan of the institution.

2. To demonstrate prior experience, list the number, variety and longevity of other non-degree programs.

3. If this is the first non-degree program, provide the rationale for the addition of this type of program.

**C. Accreditation History Relevant to Substantive Change**(CFR 1.8)

1. Provide a brief summary of issues noted by WSCUC in prior substantive change reviews or Commission Action Letters since the institution’s last comprehensive review and the institution’s response to these issues.

## Section II: Program Need and Approval

**A. Program Need** (CFRs 1.1, 1.7, 1.8, 2.1, 2.12, 4.1–4.3, 4.6, 4.7)

1. Describe the program need/rationale framed by the institution's mission and strategic goals.

**B. Planning/Approval Process** (CFRs 1.8, 4.1, 4.2)

1. Describe the planning and approval process within the institution (and system, if applicable), indicating how the appropriate campus groups were involved in the review and approval of the program.

2. Describe the external and/or internal partners contributing and/or participating in this proposal, if applicable. Attach any Memoranda of Understanding (final and signed) between the requisite parties. If this program is offered 50% or more by distance education at the institution, or if the LMS provider has recently changed, please provide the contract with the provider. If the program will be offered under contract with an institution or organization not certified to participate in Title IV, HEA programs, please see WSCUC's [Agreements with Unaccredited Entities Policy and Guidelines](http://www.wascsenior.org/content/agreements-unaccredited-entities-policy-and-guidelines)and explain how this arrangement conforms with the policy.

3. For international programs ONLY:

a.) Attach evidence that any necessary governmental licensure or approvals required to operate in the host country have been attained.

b.) Is the institution recognized by an accrediting agency or the Ministry of Education in the proposed country? Describe the due diligence conducted to qualify the partner and what criteria were used.

c.) Describe the nature of the relationship with the partner institution in terms of admissions, faculty, governance, finances, and support services.

## Section III: Program Description and Evaluation

**A. Curriculum** (CFRs 2.1–2.5, 2.8, 3.5, 4.1, 4.4, 4.7)

1. Provide an overall description of the program and a list of courses that comprise the program as well as the credits associated with them. Note: non-degree programs only require review if they carry academic credit awarded by the institution and are a significant departure from approved offerings.

1.a. If 50% or more of the program will be offered via distance education and:

* the institution has previous experience with distance education programs, please describe that experience; or
* the institution has no prior experience with distance education, please provide guest log-in access to the learning management system for at least one course for which a syllabus is provided. The course must be part of the proposed program, not from another program.

2. How has the curriculum design and pedagogical approach been adapted to the modality of this program?

3. Briefly describe how library resources will be made available to students in this program.

4. Attach a sample syllabus that is representative of the program.

The syllabus must be adapted to the modality of the course, and be appropriate to the level of the program. Online courses must include information about the learning management system and expectations for students participating in the online modality, netiquette, and other considerations specific to the modality.

5. Describe any internship requirements and monitoring procedures, if an internship is required.

**B. Evaluating Educational Effectiveness** (CFRs 1.2, 2.1–2.7, 2.9, 3.2, 3.3, 4.1–4.7)

1. Describe the plan for assessing the effectiveness of the program. How will findings from the review be used to improve the program?

2. If the program is currently offered in a different modality, please include a summary of a recent review of the program (if applicable) to determine if recommended modifications have been incorporated into the proposed program.

**C. Schedule/Format** (CFRs 1.6–1.8, 2.1–2.3, 2.5, 2.10, 2.12, 3.1, 4.1)

1. What is the length of time that the typical student is expected to complete all requirements for the program?

2. Provide the minimum attendance/participation requirements and the provisions made for students to make-up assignments or for students who have to drop out of the program for a short period of time.

3. Describe the timeframe of courses, i.e. accelerated, weekend, traditional, etc. If courses are not offered in the traditional 10 week quarter or 15-16 week semester system, please explain how credit hour and course content expectations can be met within the timeframe established for the program. An institution must allow adequate time for students to reflect on the material presented in class.

3.a. Attach the institution's Credit Hour Policy, in compliance with [WSCUC's Policy on the Credit Hour,](http://www.wascsenior.org/content/credit-hour-policy).

3.b. If 50% or more of the program will be offered via distance education, please explain how the courses in this program meet the credit hour definition as described in [WSCUC's Policy on the Credit Hour](http://www.wascsenior.org/content/credit-hour-policy).

3.c. For face-to-face programs with individual courses that contain elements other than traditional seat time requirements (i.e., laboratory work, internships, practica, studio work, hybrid courses, online courses, and other academic work leading to the award of credit hours), please identify these courses and explain how the time requirements are equivalent to the credit hour requirements as described in [**WSCUC’s Policy on the Credit Hour.**](http://www.wascsenior.org/content/credit-hour-policy)

4. If this proposal involves distance delivery of any portion of the curriculum, describe how the program meets expectations for “Academic Engagement” and “Faculty-Initiated Regular and Substantive Interaction” as defined by the federal regulations (see Code of Federal Regulations §600.2 Academic Engagement & Distance Education). Identify where/how these required elements are incorporated into the proposed program.?

5. If 50% or more of the program will be offered via distance education, describe the provisions available to faculty to determine that the enrolled student is the student completing the coursework. How will the identity of students participating in the program be verified?

**D. Admissions** (CFRs 1.1, 1.6, 2.1, 2.2, 2.10, 2.12, 2.14)

1. Describe the admissions requirements and other qualifications expected of students in this program.

2. Identify the type of student targeted (i.e., adult learners, full-time or part-time).

3. If 50% or more of the program will be offered via distance education, describe how the student's ability to succeed in the distance education modality will be addressed and linked to admission and recruiting policies and decisions.

## Section IV: Resources

**A. Faculty** (CFRs 2.1, 2.2b, 2.8, 3.1–3.5, 3.7)

1. Provide the number and FTE of faculty (distinguishing between full-time and adjunct/part-time) allocated to support the program in terms of developing the curriculum, delivering instruction to students, supervising internships, and evaluating educational effectiveness.

2. What will the faculty-to-student ratio be for this program?

3. Describe how off-campus, international, or distance education faculty will be oriented to the particular needs of the program and the ethos of the institution (if applicable).

4. If 50% or more of the program will be offered via distance education, describe the preparedness of faculty to support the modality of instruction including how and when faculty in the proposed program are trained to understand and implement “regular and substantive interaction” in their course delivery. What faculty development opportunities are available? Include any faculty guidelines for distance education instruction and/or information about online training resources.

**B. Student Support Services** (CFRs 2.3, 2.11–2.14, 3.1, 3.5, 3.7, 4.7)

1. Describe the available student support services provided, appropriate to the program, including, but not limited to:

a. Ongoing academic advising and academic support

b. Financial aid advising

c. Career services

**C. Library and Information Resources** (CFRs 2.3, 2.13, 3.4, 3.5)

1. Describe the access to library resources including library systems (local, national, or global), electronic services, Internet, information utilities, service providers, and book and document delivery services that will be available for both faculty and students, on-site and remotely, as applicable.

**D. Technology** (CFRs 2.1, 2.13, 3.1, 3.3-3.5, 4.7)

1. Describe the institution’s technological capacity to support teaching and learning in the proposed program.

2. Describe the institution’s information technology support for students and faculty in the proposed program, including help desk hours.

3. Describe the institution’s provisions for students in the proposed program to gain full access to course materials.

4. If 50% or more of the program will be offered via distance education, provide a detailed description of the type of distance education modality being proposed and the format (asynchronous, synchronous, online, teleconference, video on demand, etc.).

5. Describe how students will receive training on how to utilize program required technology.

**E. Physical Resources (On-Site Programs)** (CFRs 3.4, 3.5)

1. Briefly describe the physical resources needed to deliver this program. If the proposed program will require physical resources not currently available at the intended location, please describe.

2. Please attach signed/final versions of any agreements or Memoranda of Understanding relevant to the support of the program.

## Section V: Financial Resources

**A. Financial Resources** (CFRs 3.4, 3.5, 4.2, 4.3 4.6, 4.7)

1. Provide the budget projections for at least the first three years of the proposed program, based on the enrollment projections and including projected revenues and costs. The budget should include all budgetary assumptions, including total cost to students. (A budget template is linked below to provide a model of the level of detail the expected, but use of this template is not required. The template may be modified as appropriate.)

Link:

[Budget\_template](https://wascsenior.box.com/s/hgobj23j6qa4anfawb11)

## Section VI: Teach Out or Program Discontinuation

**A. Teach-Out or Program Discontinuation** (CFRs 1.6–1.8)

1. 1. Please attach the institution’s program discontinuation policy or teach-out policy to account for how enrolled students will be accommodated if the program is discontinued.