



DILLARD
UNIVERSITY

**Dillard University
Substantive Change Form
For Educational Programs
(Last Update: Dec-13)**

In addition to SACSCOC approval, this proposed substantive change may require notification to the U.S. Department of Education (USDOE). This includes a 90 day review period prior to awarding federal financial aid to students in the new program.

Part One:

Date _____

Contact Person: _____

Department: _____

Email: _____ Phone _____

Part Two:

Please answer the following questions below by placing a check mark in the appropriate box regarding your proposed change.

Does your proposed change include....	YES	NO		YES	NO
1. Initiating a new program... ...using existing approved courses ...at a new off-campus site ...that is a significant departure from previously approved programs			2. Initiating a certificate program at employer's request and on short notice ...using existing approved courses ...at a new off-campus site (previously approved program) ...that is a significant departure from previously approved programs		
3. Initiating other certificate programsusing existing approved courses at a new off-campus site (previously approved program) that is a significant departure from previously approved programs			4. Initiating joint or dual degrees with another institution: Joint Programs (<i>When a student studies at two or more institutions and is awarded a single credential bearing both institution names</i>) -With another SACSCOC accredited institution -With an institution not accredited by SACSCOC Dual Programs (<i>When a student studies at two or more institutions and each institution awards a separate credential</i>)		
Does your proposed change include....	YES	NO		YES	NO
5. Initiating off-campus sites (including Early University High School programs and dual			6. Altering significantly the length of a program (rule of thumb is increasing or		

enrollment programs offered at the high school) where a... ...Student can obtain 50 percent or more credits/clock hours toward program/certificate ...Student can obtain 25-49 percent of credits/clock hours toward a program/certificate ...Student can obtain 24 percent or less of credits/clock hours toward a program/certificate		decreasing the number of credit hours/clock hours by 25% or more)		
7. Initiating or expanding distance learning... ...Offering 50 percent or more of the credits/clock hours toward a program or certificate ...Offering 25-49 percent of the credits/clock hours toward a program or certificate		8. Initiating programs/courses offered through contractual agreement or consortium		
9. Entering into a contract with an entity not certified to participate in USDOE Title IV programs if the entity provides 25% or more of the credit/clock hours of an educational program offered by the COC accredited institution ...if the entity provides less than 25% of the credit/clock hours of an educational program offered by the accredited institution		10. Initiating degree completion programs		
11. Closing a program: ...closing a program with internal teach-out protocol ... closing a program with a teach-out agreement with another institution				

Brief description of the proposed change marked above: _____

If distance education, please specify the planned modality (i.e., online, hybrid, mobile learning, etc.)

Date of Proposed Implementation _____

Part Three For Initiating New Programs Only: (Please Complete both parts A & B)

Part A:

***If initiating new programs, please answer the following questions:**

1. New CIP Code _____
2. Total number of credit hours or clock hours of the new program _____
3. Programs of Study (include CIP Code) of similar or closely related programs at the University _____
4. Number of new full-time and part-time faculty needed _____

- 5. Credentials required of faculty _____
- 6. Has the university previously credentialed faculty in this discipline or subject? yes or no _____
- 7. Number of new courses that will be added to the university Catalog _____
- 8. Extent and cost of new library or other learning resources to support the new program or certificate _____
- 9. Estimated cost of new equipment or facilities to support the new program or certificate _____
- 10. Type of funding/resource base for the new program or certificate (i.e. grant, external contract, etc.) _____
- 11. Anticipated date of Curriculum Committee approval _____
- 12. Anticipated date of first day desire to admit students (in new program or certificate) _____
- 13. Anticipated date of first class _____
- 14. Is this program or certificate based on a written agreement/contract (i.e. Military, Aviation)? _____
If so, please attach a copy.

Part B:

Is this new program or expansion of existing program including a new off-campus instructional site? If so, please answer the following questions:

- 1. Is this question applicable? Yes No
- 2. Street address of site _____
- 3. Property Owner (Name of Company or Organization) _____
- 4. Reason for selecting the site _____

Please attach any additional documentation or information that accompanies this Substantive Change Intake Form prior to submitting to the Office of Academic Affairs.

-

Internal Office Use Only

Review by the university's SACSCOC Accreditation Liaison:

Accreditation Liaison's Date of Review: _____
Returned to program/department for additional explanation: _____

Approval by the Vice President for Academic Affairs:

Date of Approval Decision: _____
Approved – Description of actions needed for SACSCOC Compliance _____
Not approved – Reason _____
Returned to program/department for additional explanation: _____

Next Steps:

Notification or prospectus to SACSCOC
Notification to internal stakeholders such as university President, Financial Aid, Registrar, etc.