

Crosswalk for Program Length Substantive Change Prospectus

Please see [SACSCOC Substantive Change Policy and Procedures](#)

#	Prospectus Requirements	Who Will Provide Information	Approval Through JCSU Committees (Faculty Senate, Educational Policies Committee, Provost Council, Executive Cabinet, Board of Trustees)
1	Provide a description of the program	Chair/Coordinator	✓
2	Provide the intended implementation date.	Chair/Coordinator	✓
3	Identify which condition describes this program; i.e., why the program length change is being submitted for approval (indicate one only): a. the program's length is changing by 25% or more –AND– students' expected time to completion is changing by one term or more; b. the institution is on SUBSTANTIVE CHANGE RESTRICTION –AND– the program's length is changing by 25% or more; or c. the institution is seeking approval as an exception to policy-defined criteria to meet federal requirement that limit program length for some gainful employment programs.	Office of Accreditation, Data Analytics, and Transformation	
4	Describe the rationale for the increase or decrease in program length.	Chair/Coordinator	✓
5	Describe how the change was approved by the institution.	Office of Accreditation, Data Analytics, and Transformation	
6	Describe how the faculty participated in the review and approval of the planned change.	Chair/Coordinator	
7	Provide a 'before' and 'after' comparison of the curriculum.	Chair/Coordinator	✓
8	Describe changes in student learning outcomes because of the program length change.	Chair/Coordinator	✓
9	Provide an analysis of the impact of the change in student learning outcomes.	Chair/Coordinator	✓
10	For a decrease in program length, explain how program quality and integrity are maintained with fewer credit hours and/or a shorter time-to-completion.	Chair/Coordinator	✓
11	Provide an explanation of the impact on students' time-to-completion.	Chair/Coordinator	✓
12	Provide an explanation of the financial impact to students.	Chair/Coordinator	✓
13	Provide an explanation of the impact on staffing and faculty workloads.	Chair/Coordinator	✓

Revised: 2/04/2025