



Johnson C. Smith University

Substantive Change Request Form

Updated January 2025

Part One

This form should be completed by individuals responsible for a proposed substantive change. Please review the institutional Substantive Change Policy and Procedure prior to beginning this form. Upon completion, email this form and any supporting documentation to the Accreditation Liaison (Dr. Harriet Hobbs) and Assessment Coordinator (Kaleigh Montgomery).

Responsible Individuals

Primary Contact

Name: Click or tap here to enter text.

Email: Click or tap here to enter text.

Phone Number: Click or tap here to enter text.

Office Location: Click or tap here to enter text.

Other Responsible Individuals (include names and email addresses)

Click or tap here to enter text.

Proposed Change

Title: Click or tap here to enter text.

Anticipated Date of Implementation: Click or tap here to enter text.

Which of the following changes are you proposing? (see [SACSCOC Substantive Change Policies and Procedures](#) for details)

- ☐ Credit Hour Conversion
- ☐ Competency-Based Education by Direct Assessment (Notification or Approval)
- ☐ Cooperative Academic Arrangement with Title IV Entities
- ☐ Cooperative Academic Arrangements with Non-Title IV Entities (Notification or Approval)
- ☐ Correspondence Education
- ☐ Dual Academic Award
- ☐ Joint Academic Award with Non-SACSCOC Institution(s) or Entity(ies)
- ☐ Joint Academic Award with SACSCOC Institution(s)
- ☐ Method of Delivery (Notification or Approval)
- ☐ New Program (Notification or Approval)

Adapted from UNC-Charlotte



- Have you already had a consultation with the Accreditation Liaison and/or Assessment Coordinator? ☐ Yes ☐ No

Does your proposed change include....	YES	NO		YES	NO
1. Expanding at current degree level (significant departure from current programs which may include new courses (25% or more), new faculty, additional equipment, facilities, financial resources, or library/learning resources)	<input type="checkbox"/>	<input type="checkbox"/>	2. Initiating joint or dual degrees: Joint Programs (<i>When a student studies at two or more institutions and is awarded a single credential bearing both institution names</i>) Dual Programs (<i>When a student studies at two or more institutions and each institution awards a separate credential</i>) ...with another SACSCOC accredited institution ...with at least one institution <u>not</u> accredited by SACSCOC	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>



Does your proposed change include....	YES	NO		YES	NO
<p>3. Initiating off-campus sites (including Early College High School programs and dual enrollment programs offered at the high school and certificate programs that are not at employer's request and not short notice) where a...</p> <p>...student can obtain 50 percent or more credits toward program/certificate</p> <p>...student can obtain 25-49 percent of credits toward a program/certificate</p>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<p>4. Initiating programs/courses offered through contractual agreement or consortium</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>5. Initiating degree completion programs</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>6. Entering into a contract with an entity not certified to participate in USDOE Title IV programs</p> <p>...if the entity provides 25% or more of an educational program offered by the SACSCOC accredited institution</p> <p>...if the entity provides less than 25% of an educational program offered by the SACSCOC accredited institution</p>	<input type="checkbox"/>	<input type="checkbox"/>



Part Three: Initiating New Programs or Significantly Modifying an Existing Program
(Complete if applicable)

Program Requirements:

1. List any currently, approved program to which the new program is related
2. Provide an anticipated plan of study and identify courses not in the prior year's catalog.)
3. In order to determine which courses are new and which courses are existing, please complete a crosswalk or mapping of courses using the following guidelines:
 - a. List the name, number, and credit hours of all courses in the new curriculum.
 - b. Identify all courses not in the current year's catalog. This should include courses that were changed from Special Topics courses to actual institutional courses.
 - c. Identify any existing course where the content is changing. For each course, describe how much of the content is changing?
 - d. Identify any course that has a new name and number but where the content is the same as a course in the prior year's catalog. Identify the course in the prior year's catalog.
 - e. Identify courses to which you are modifying existing content?
4. Does this program lead to teacher licensure? Yes ☐ No ☐
5. Will 50% or more of course credits be offered at a new off-campus site? Yes ☐ No ☐
Name and address of new site: [Click or tap here to enter text.](#)

Support for New Programs:

1. Are new faculty needed to support the new program?
Yes ☐ No ☐
2. Are new library or other learning resources needed to support the new program?
Yes ☐ No ☐
3. Is new equipment or facilities needed to support the new program or certificate?
Yes ☐ No ☐
4. Are additional financial resources needed for the new program or certificate?
Yes ☐ No ☐

Joint or Dual Degree (Complete if applicable):

1. Is this program or certificate based on a written agreement/contract?
Yes ☐ No ☐
2. If a joint or dual program or certificate, is the partner institution SACSCOC accredited?
Yes ☐ No ☐
3. If a contractual agreement, is the entity certified to participate in USDOE Title IV programs?
Yes ☐ No ☐
4. If "yes" to any of the above, complete Part Four.



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Part Four: Offering Existing Program as a Joint or Dual Degree (Complete if applicable)

1. Name and address of partner institution_____
2. Name and contact information for program coordinators at all institutions

1. Provide a copy of the signed MOU (must include beginning date of agreement and a SACSCOC disclaimer statement if institution is not accredited by SACSCOC).
2. Provide a schedule of the course offerings for all institutions.

For all changes, please contact Dr. Harriet Hobbs at hthobbs@jcsu.edu