ACADEMIC SUBSTANTIVE CHANGE FORM

The individual requesting an academic change will attach the Request for Program Change form (available at www.lbwcc.edu/about_lbwcc/publications.aspx) to this form which is completed with assistance from the Accreditation Liaison.

Person/Committee Requesting Change:_____Unit/Department Name_____

Summary of specific changes requested and assessed need for changes (Attach complete documentation.)

IS THIS CONSIDERED A SUBSTANTIVE CHANGE? ___ YES ____NO

If YES, what type of substantive change is it? (Check one.)

_____ a. Expanding at current degree level: Is the new degree or certificate program a "Significant Departure" from current programs, either in content or method of delivery, from those that were offered when the institution was last evaluated? Consider the following conditions: (Procedure 1)

- Program is not closely related to previously approved programs _____
- Significant additional equipment or facilities needed_____
- Significant additional financial resources needed_____
- Significant number of new courses required_____
- Significant number of new faculty members required____
- Significant additional library/learning resources required_____

_____ b. Initiating coursework or programs at a different level than currently approved (such as AS Degree Level to BS Degree Level) (Procedure 1)

_____ c. Initiating dual or joint degree with another institution (SACSCOC Policy "Agreements Involving Joint and Dual Academic Awards:)

_____ d. Initiating programs/courses offered through contractual agreement or consortium (Procedure 2)

_____ e. Initiating off-campus sites (including Early College High School and dual enrollment programs offered at the high school

- Student can obtain 50% or more credits toward program (Procedure 1)
- Student can obtain 25-49% of credit (Procedure 2)
  Student can obtain 24% or less (notification or approval is not required for 24% or less)

_____ f. Altering significantly the length of a program if (Procedure 1)

- 20% or more increase in credit hours

_____ g. Initiating degree completion programs (Procedure 1)

_____ h. Initiating certificate programs for workforce development (Procedure 1)

- Offered at the request of an employer

Substantive Change Action Required:

_____Procedure 1: Requires Approval prior to Implementation

_____Procedure 2: Requires only Notification prior to Implementation

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Accreditation Liaison Date