



Programmatic and Administrative Substantive Change Checklist

The Commission defines a substantive change as “a significant modification or expansion of the nature and scope of an accredited institution.” Alabama State University’s Academic Officers and Administrators are to review this checklist with any programmatic or administrative change. If a YES is checked for any entry, or it is not understood whether the change meets the guidelines or not, the ASU Accreditation Liaison should be contacted.

Action or Process/Academic Program Change	YES OR NO
Is this a new academic program, certificate, or diploma, or degree for ASU?	<input type="checkbox"/> YES or <input type="checkbox"/> NO
Will ASU be re-instating a credential-granting program?	<input type="checkbox"/> YES or <input type="checkbox"/> NO
Will ASU be discontinuing an academic program or approved off-campus site?	<input type="checkbox"/> YES or <input type="checkbox"/> NO
Will ASU be initiating distance learning for a program?	<input type="checkbox"/> YES or <input type="checkbox"/> NO
Will ASU be offering courses at a new off-campus site (e.g. high schools, prisons, etc.)?	<input type="checkbox"/> YES or <input type="checkbox"/> NO
Is this a new location where at least 50% of an educational program, certificate or degree will be offered? (Note some certificate programs have very few hours to the credential!)	<input type="checkbox"/> YES or <input type="checkbox"/> NO
Is ASU moving to an off-campus instructional site?	<input type="checkbox"/> YES or <input type="checkbox"/> NO
Is there a substantial change in the number of credit hours required for a program?	<input type="checkbox"/> YES or <input type="checkbox"/> NO
Is the course content primarily new, or is it restructured/repackaged?	<input type="checkbox"/> YES or <input type="checkbox"/> NO
Will ASU offer any previously approved programs that are closely related to the new program?	<input type="checkbox"/> YES or <input type="checkbox"/> NO
Is ASU entering into a collaborative academic arrangement that includes a joint academic program with another institution?	<input type="checkbox"/> YES or <input type="checkbox"/> NO
Is ASU initiating coursework or programs at a more advanced level (i.e. B.A. or B.S.) than previously approved?	<input type="checkbox"/> YES or <input type="checkbox"/> NO
Is ASU entering into a contract by which an entity not eligible for Title IV funding offers 25% or more of one or more of ASU’s academic programs?	<input type="checkbox"/> YES or <input type="checkbox"/> NO
Institutional/Administrative Change	YES OR NO
Is ASU altering the educational mission of the institution?	<input type="checkbox"/> YES or <input type="checkbox"/> NO
Is ASU changing governance, ownership, control or legal status?	<input type="checkbox"/> YES or <input type="checkbox"/> NO
Is ASU merging with another institution?	<input type="checkbox"/> YES or <input type="checkbox"/> NO
Is ASU establishing a branch campus (separate budget and hiring authority)?	<input type="checkbox"/> YES or <input type="checkbox"/> NO
Is ASU changing from clock hours to credit hours?	<input type="checkbox"/> YES or <input type="checkbox"/> NO
Is ASU adding a permanent location at a site where the institution is conducting a teach-out for students from another institution that is closing?	<input type="checkbox"/> YES or <input type="checkbox"/> NO
Is ASU establishing or changing a contractual arrangement to develop and/or deliver curricula?	<input type="checkbox"/> YES or <input type="checkbox"/> NO
Proposed Program	YES OR NO
Do the faculty have adequate experience teaching this/or very similar content?	<input type="checkbox"/> YES or <input type="checkbox"/> NO
Does ASU have the faculty expertise to develop, teach, and monitor/assess the quality of the program?	<input type="checkbox"/> YES or <input type="checkbox"/> NO
Will a significant number of new faculty members be required?	<input type="checkbox"/> YES or <input type="checkbox"/> NO
Will significant additional financial resources be needed?	<input type="checkbox"/> YES or <input type="checkbox"/> NO
Will the resource needs be similar to typical growth in existing programs?	<input type="checkbox"/> YES or <input type="checkbox"/> NO
Will significant additional library/learning resources be needed?	<input type="checkbox"/> YES or <input type="checkbox"/> NO
Will significant additional equipment or facilities be needed?	<input type="checkbox"/> YES or <input type="checkbox"/> NO

For questions pertaining to any of these statements, contact Dr. Tanjula Petty, Vice President for Institutional Effectiveness, Strategic Initiatives, Transformation, and SACSCOC Institutional Accreditation Liaison at tpetty@alasu.edu. Also, consider reading the SACSCOC Substantive Change Policy Statement and ASU’s approved Substantive Change Policy.