

## New Program Substantive Change Assessment Form

The University of Texas Rio Grande Valley (UTRGV) must either notify the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) about and/or obtain SACSCOC approval for substantive changes, including significant changes to its existing table of programs. UTRGV uses this New Program Substantive Change Assessment Form to aid in determining whether a change is substantive and/or a significant departure from the existing table of programs. Please complete this form in its entirety and submit it electronically to Christine Shupala, Associate Vice President for Institutional Accreditation, Program Development, and Analysis at [christine.shupala@utrgv.edu](mailto:christine.shupala@utrgv.edu). This form should be accompanied by the **Substantive Change Action Plan Checklist**.

***Please be aware that it can take up to 9 months to obtain SACSCOC approval for a new program. Approval must be obtained before implementing any new program that is considered a substantive change. To avoid delays in program implementation please submit this form one year before the intended start date.***

The New Program Substantive Change Assessment Form is for new programs or changes to existing programs that will be taught at an **existing** teaching site. Programs to be offered at a new teaching site, or sites other than Edinburg and Brownsville also require the **Teaching Site Substantive Change Assessment Form**.

### **Section I: Contact information:**

Lead contact for new program/program change:

Contact phone number:

Contact email:

Department:

### **Section II: Program Description**

Name of proposed program:

What is the desired start date for the program?

Describe the proposed program or proposed changes to an existing program. Include the total number of credit hours required for the program, anticipated (or actual) program approvals by curriculum committee (undergraduate or graduate), UT System, and THECB, with an anticipated date to begin admissions. Provide evidence of approvals obtained (committee minutes, system approval, THECB approval letter):

Please list all of the new courses being created as part of this program and estimate how much of the content in each course has not been taught previously as part of an existing program/course. Please list existing programs that are closely related to the program, if any.

Where will the program be offered? Select all that apply.\*

(\*Note: if the program will be taught at a new off-campus teaching site, the Teaching Site Substantive Change Assessment Form must also be completed)

Edinburg	PSJA	Other:
Brownsville	Starr County	
Harlingen	Coastal Studies Lab	
Weslaco	Online	

Will the program be taught face-to-face, online, or hybrid? Please indicate what percentage of the program will be online and what percentage will be face-to-face at each teaching site named above.

F2F	%	Online	%	Hybrid	%
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Is the proposed program a collaborative effort with any other entity? Please list any partners. (Entities may be external or another department or college within the university)

Yes

No

Will the proposed program require any collaborative agreements or memoranda of understanding? If so, provide copies of agreements/MOUs.

Yes

No

**Section III: Description of needs**

Will the program require new funding for faculty lines? If so, how many lines will be required? Estimate the amount of funding required.

Yes

No

Will the program require new funding for facilities? If so, explain the needs and estimate the amount of funding required.

Yes

No

Will the program require new funding for library resources? Estimate the amount of funding required.

Yes

No

Will the program require new funding for equipment? If so, what equipment? Estimate the amount of funding required.

Yes

No

If no additional facilities and equipment are required, please describe the existing facilities that the program will use and explain the impact on courses/programs currently utilizing those resources.

Are there any other additional resources required by the program? Please describe and estimate the amount of funding required.

Yes

No

What commitments have been made by the department, university, or other funding sources to meet the needs for additional resources described above? Please describe in detail and estimate the amount of funding obtained.

**Section IV: Signatures**

**Section Instructions:** Please obtain the following signatures indicating approval of the proposed change:

Director/Chair/Department Head Name:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

College Dean Name:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Vice President (or designee) Name:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Thank you for completing this form and assisting UTRGV in maintaining SACSCOC compliance. Please attach any supporting documentation and email this form using the link below. You will be notified of the review outcome.*

<b>Recommendation of UTRGV SACSCOC Liaison (internal use only)</b>			
<b>No action needed</b>	<b>Letter of Notification</b>	<b>Brief Prospectus</b>	<b>Completed Prospectus</b>
<b>UTRGV SACSCOC Liaison Signature</b>		<b>Date</b>	

SACSCOC Substantive Change Policy and Procedures edited: May 2018 and revised: December 2021.