

## Curriculum / Substantive Change Request Form

This form must be prepared for every proposed curriculum/program change, to include moving an already existing program to distance technology.

Please check one:       Undergraduate                       Graduate

Date: \_\_\_\_\_ College: \_\_\_\_\_ Department: \_\_\_\_\_

Initiator: \_\_\_\_\_  
Print Signature

Please complete the appropriate column:

Course
Subject/Number:
Title:
<input type="checkbox"/> New course <input type="checkbox"/> Course revision <input type="checkbox"/> Course deletion

Minor
Title:
<input type="checkbox"/> New minor <input type="checkbox"/> Minor revision <input type="checkbox"/> Minor deletion

Program*
Title:
<input type="checkbox"/> New major <input type="checkbox"/> New concentration or track <input type="checkbox"/> Program revision (title, requirements, shift to distance education, etc.) <input type="checkbox"/> Program deletion <input type="checkbox"/> New degree

\*Certain changes at the Program level require notice to and approval from ACHE and/or SACSCOC. Prior to submission of a new major, concentration, track, or degree, or a deletion of a program, please contact the Provost/VPAA and the Chair of the University Undergraduate Curriculum Committee (UJCC) or the Graduate Dean for more information or advice.

**Substantive Change:** JSU follows SACSCOC requirements for Substantive Change, "significant modification or expansion in the nature and scope of an accredited institution" (JSU Policy II.10). Does the change proposed include any of the following? If so, please check the appropriate box and provide a detailed explanation (as outlined in Policy II.10), on an attached page.

- Initiating coursework or programs at a more advanced level than currently proposed.
- Expanding at current degree level (significant departure from current programs).
- Initiating a branch campus.
- Initiating off-campus sites:
  - Student can obtain 50% or more credits
  - Student can obtain 25-49% of credit
  - Student can obtain 24% or less
- Initiating programs/courses offered through contractual agreement or consortium.
- Closing an institution/program; initiating teach-out agreement.

1. Expected term of implementation: \_\_\_\_\_

2. Exact old catalog description:

3. Exact new catalog description including, if applicable, assigned new number (please attach syllabus):

4. Justification for request (attach page if necessary) to include a discussion of credit hour equivalency and impact on other programs, if applicable:

5. Schedule Types (select all that apply):

- Lecture   
  Blended 1   
  Online   
  Activity   
  Internship   
  Independent Study  
 Lab   
  Blended 2   
  Studio   
  Practicum   
  Directed Studies

6. Restrictions: Is this course limited to a specific group of students? \_\_\_\_\_

(Examples: Junior or Senior only; Management majors only; Requires Teacher Education Program eligibility, etc.)

7. If there is a course equivalent, please provide course subject and number (Ex. EH 103/EH 101): \_\_\_\_\_

**Approval/Required Signatures**

Dept. Head: \_\_\_\_\_ College Curr. Chair: \_\_\_\_\_

Dean: \_\_\_\_\_ Chair, UCC or Graduate Dean: \_\_\_\_\_

**To be completed by the SACSCOC Liaison**

Is this a Substantive Change?     Yes     No

Does it satisfy JSU's credit hour determination policy?     Yes     No     NA

Approved:     Denied:

Provost/VPAA (SACSCOC Liaison) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Reporting to SACSCOC: \_\_\_\_\_

Date of Reporting to ACHE: \_\_\_\_\_

Copy sent to (check all that apply):

<input type="checkbox"/> Teaching, Learning and Technology	<input type="checkbox"/> Houston Cole Library
<input type="checkbox"/> Registrar	<input type="checkbox"/> ORPC
<input type="checkbox"/> Dean	<input type="checkbox"/> Dean of Graduate Studies (graduate only)
<input type="checkbox"/> JSU Webmaster	<input type="checkbox"/> NCAA Compliance
<input type="checkbox"/> Financial Aid	<input type="checkbox"/> UCC