

New Programs

Substantive Change Application

Institution:       City, State:

Name of person completing this application:

Title:       Phone:       Email:

Date Submitted:

The questions are designed to elicit brief, succinct, detailed information, rather than a narrative or references to extensive supporting documents. Do not attach other documents unless they are specifically requested in the questions and are germane to the request. The total submission should be no more than 10–12 pages on a single classification of change. (The page limit excludes attachments. However, the overall length, including attachments, should not exceed 200 pages.)   
  
If the person completing this application is not the CEO, CAO or the ALO of the institution, it is understood that the person completing and submitting this application has consulted with and informed those individuals.  
  
Please note: HLC plans to update the change forms annually, on or about September 1 of each year. However, if a change application form was accessed more than 90 days prior to filing, it is recommended that the institution visit <http://www.hlcommission.org/change> to ensure that there have been no changes to the application form in the intervening time.  
  
Submit the completed application as a single PDF file on the following webpage: <http://www.hlcommission.org/document_upload/>.

Part 1: General Questions

1. **Requested Change(s).** Concisely describe the change for which the institution is seeking approval.
2. **Is this application being submitted in conjunction with another application?**

Yes

No

1. **Classification of Change Request.***Note: not every institutional change requires prior review and approval. Review the “*[*Overview of HLC Policies and Procedures for Institutional Changes Requiring HLC Notification or Approval*](https://content.springcm.com/content/DownloadDocuments.ashx?aid=5968&Selection=Document%2Cb64ba8b4-4e91-df11-9372-001cc448da6a%3B)*” to make certain that current HLC policy requires the institution to seek approval.*

New academic program(s):

Certificate  Bachelor’s  Diploma  Master’s/specialist

Associate’s  Doctorate  *Check if program is at a new degree level*

An institution submitting more than one change request should complete multiple applications, one for each type of change. The types of change requests include:

• Change in mission

• Change in student body

• Competency-based education (credit-based; direct assessment; hybrid) programs

• Consortial arrangement

• Contractual arrangement

• Substantially changing the clock or credit hours required for a program

• Change in academic calendar (e.g., quarters to semester) or change in credit allocation

• Teach-out plan if closing location provides total degree programs

• Distance or correspondence education

• New programs

• Certificate programs

• Branch campuses and additional locations

1. **Special conditions.** Indicate whether any of the conditions identified below fit the institution (Yes or No). If Yes, explain the situation in the space provided.
2. Is the institution, in its relations with other regional, specialized, or national accrediting agencies, currently under or recommended for a negative status or action (e.g., withdrawal, probation, sanction, warning, show-cause, etc.)?
3. Is the institution now undergoing or facing substantial monitoring, special review, or financial restrictions from the U.S. Deptartment of Education or other federal or state government agencies?
4. Has the institution’s senior leadership or board membership experienced substantial resignations or removals in the past year?
5. Is the institution experiencing financial difficulty through such conditions as a currently declared state of exigency, a deficit of 10% or more, a default or failure to make payroll during the past year, or consecutive deficits in the two most recent years?
6. Is the institution experiencing other pressures that might affect its ability to carry out the proposal (e.g., a collective bargaining dispute or a significant lawsuit)?
7. **Approvals.** Mark whether each type of approval is required prior to implementing the proposed change. If “Yes,” attach documentation of the approval to the request. If “No,” attach evidence that approval is not needed.

Internal (faculty, board) approvals  Yes  No

System approvals  Yes  No  Not Applicable

State approval  Yes  No

Foreign country(ies) approvals  Yes  No  Not Applicable

*For Distance or Correspondence Education only:*   
Process in place to ascertain and secure   
state approval(s) as required  Yes  No

1. **Specialized Accreditation.** Complete this section only if specialized accreditation is required for licensure or practice in program(s) covered by this change application.

The institution has already obtained the appropriate specialized accreditation. Attach a copy of the letter from the agency granting accreditation.

The institution has begun the process of seeking or plans to seek specialized accreditation. Specify the name of the agency and the timeline for completing the process in the space below. (If approval is a multi-stage process, the institution should contact the HLC staff liaison to discuss the timeline before submitting this change application form.)

The institution does not plan to seek specialized accreditation. Provide a rationale for not seeking this accreditation in the space below.

1. **Changes Requiring Visits.** This section is not for HLC-mandated visits such as additional location confirmation visits or campus evaluation visits.

Note: Complete this section only if the institution is already aware that the proposed change will need to be reviewed through a visit. The institution may submit Part 1 of the change request application to begin the process of scheduling a Change Visit or adding the proposed change to an already scheduled visit. The full application must be submitted at a later date. (If the institution is unsure whether a visit is required, leave this section blank and submit the full change application. HLC will advise the institution based on the information provided.)

1. Select the type of visit the institution is requesting:

Request to schedule a Change Visit.

Change Visits typically are scheduled approximately four months from the date an institution submits its change request. The full change application and other required materials will be due to HLC and the peer review team eight weeks before the visit date. See <http://www.hlcommission.org/change-visit> for more information.

Request to add a proposed change to an already scheduled visit. **Note:** Such requests must be submitted at least six months before the visit date.

Specify type of visit and date scheduled:

The institution’s full change application should be submitted along with other materials required for the visit.

1. Provide URLs to the institution’s Faculty/Staff Handbook and Catalog below. If the URLs are not available, please provide PDF versions of these documents when submitting other required materials prior to the visit.

Faculty/Staff Handbook URL:

Catalog URL:

Part 2: Topic-Specific Questions

An institution should submit a separate application for each requested program (unless the programs represent closely related disciplines). If more than one program is being requested in this application, please be sure to sufficiently address each program when answering the following questions, particularly in Sections A, D, E and F. Each proposed new program should be identified by using the *Classification of Instructional Programs* terminology (CIP codes). CIP codes are established by the U.S. Department of Education’s National Center for Education Statistics as a taxonomic scheme that supports the accurate tracking and reporting of fields of study and program completions activity. More information is available at <http://nces.ed.gov/ipeds/cipcode/>.

Attach the “Substantive Change Application, Part 1: General Questions” as page one of your application. That completed form and your answers to the questions below will constitute your request for approval of a substantive change. This form will be the basis for review of this application.

**Section A. Characteristics of the Change Requested**

1. Identify the basic characteristics of the proposed educational program as indicated below:
2. The full name of the proposed program, the specific degree (if applicable) or the instructional level (if not a degree program), and the six-digit CIP code XX.XXXX of the program (CIP codes, program name, and additional description [optional])
3. Total credit hours (indicate whether semester or quarter) for completion of the program
4. Normal or typical length of time for students to complete the program
5. Proposed initial date for implementation of the program
6. Primary target audience for the program (e.g., full-time, part-time, traditional college age, working adults, transfer students, military personnel, or particular ethnic group)
7. Projected life of the program (single cohort or ongoing)
8. Whether the program will be part of contractual or consortial arrangement
9. Identify if the institution is requesting new stipulations for the proposed program and provide a rationale for this request.
10. If the institution is planning any involvement by external organizations (other than accredited higher education institutions) in key operations as identified below, provide the information requested below and complete the [Contractual Screening Form](http://www.hlcommission.org/Accreditation/contractual-arrangements-screening-form.html) for each planned involvement. (Note that such involvement by a parent company or by one of its subsidiaries external to the institution in any of these operations should be reported.) If the screening form indicates contractual approval is required, complete the full contractual application and submit it in conjunction with the program application. If the screening form indicates no further action is required, attach the confirmation email from HLC.

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| --- | --- | --- |
| **Type of Involvement** | **Name(s) of External Organization(s)** | **Percent of Involvement** |
| 1. Recruitment and admission of students |  |  |
| 1. Course placement and advising of students |  |  |
| 1. Design and oversight of curriculum |  |  |
| 1. Direct instruction and oversight |  |  |
| 1. Other support for delivery of instruction |  |  |

**Section B. Institution’s History With Programs**

1. Does the institution currently offer a program at the same instructional level and with the same 4-digit CIP code (XX.XX) as the proposed program? If so, identify the program currently offered and whether it is a degree program. Will the proposed program replace the program currently offered?
2. Does the institution currently offer two or more programs at the same instructional level with the same 2-digit CIP code (XX.) as the proposed program? If so, identify the two such programs with the highest numbers of graduates during the past year, along with their numbers of graduates.

**Section C. Institutional Planning for Program Change**

1. What impact might the proposed program have on challenges identified as part of or subsequent to the last HLC review and how has the institution addressed the challenges?
2. Briefly describe the planning process for determining the need for this new program, including the role of faculty in the planning and approval process.
3. What are the physical facilities and equipment needed to support the program? Indicate the impact that the proposed change will have on the physical resources and laboratories that currently accommodate existing programs and services, or identify new laboratory and preceptor needs.
4. What is the evidence that a market for the new program(s) exists? How has estimated program demand been factored into realistic enrollment projections? How has this evidence been used in planning and budgeting processes to develop a quality program that can be sustained?
5. If the program request is approved, what future growth do you anticipate (e.g., in the next six months, three years) and how do you plan to manage this growth?
6. How does this program fit into the current and expected financial picture of the institution? In particular, will the program be financially self-sufficient within three years? If not, when do you expect the program to be financially self-sufficient and how do you expect the program to operate until then?
7. What controls are in place to ensure that the information presented to all constituencies in advertising, brochures, and other communications will be accurate?

**Section D. Curriculum and Instructional Design**

1. Please list all the courses that comprise the program and identify if the program will include any new courses. Include course descriptions and number of credit hours for each.
2. What are the requirements students must fulfill to complete the program successfully (including specific courses, course options, and any other requirements)?
3. For programs using prior learning credit, compressed time frames, online delivery, accelerated formats, or other approaches to learning, explain how the institution will ensure that student work and the levels of knowledge and competencies comparable to those required in traditional formats have been achieved.

**Section E. Institutional Staffing, Faculty, and Student Support**

1. How many and what types of faculty (full-time or part-time) will be employed in the program? Why is the number and type of faculty sufficient to support the program? How many, if any, new faculty will be hired for the program?
2. What will the impact of the new initiative be on faculty workload?
3. Provide a brief attachment that inventories each faculty member employed to teach in the program, including names of existing personnel, a description of each faculty member’s academic qualifications, their prior instructional responsibility and other experiences relevant to the courses they will teach in the program in question, each faculty member’s course load in the new program, and the course work each teaches in other programs currently offered. (Note: Do not attach full CVs for each faculty member; rather, the requested information should be summarized in one paragraph for each faculty member.)
4. For graduate programs, document scholarship and research capability of each faculty member; for doctoral programs, document faculty experience in directing student research.
5. What library and information resources—general as well as specific to the program(s)—and staffing and services are in place to support the initiative? If the proposed new program is at the graduate level, document discipline-specific refereed journals and primary source materials.

**Section F. Evaluation**

1. Describe the process for monitoring, evaluating and improving the overall effectiveness and quality of the program, and articulate program-level learning outcomes and objectives.
2. Describe the process for assessing and improving student learning, including student persistence and completion, in the new program.