

## Substantive Change Form for Curriculum Review Committee

*This form is to be completed prior to Curriculum Review Committee and included in the proposal packet.* This form can be found at <https://www.randolph.edu/employee-publications.html>.

Criteria	RCC Response (select all applicable)												
Please select the type(s) of substantive change being proposed:	<input type="checkbox"/> New academic program <input type="checkbox"/> Additional method of delivery to currently offered program <input type="checkbox"/> New teaching location <input type="checkbox"/> Relocating an off-site instructional site <input type="checkbox"/> Termination of a program, method of delivery, off-campus instructional site, or a program at an off-campus instructional site (if termination of a program or instructional site, a teach-out plan is required (see SACSCOC Accreditation Liaison with questions) - this applies to a closure across the institution or at a teaching location) <input type="checkbox"/> Other: _____												
Description of proposed change:													
Name and physical address of the site(s) where the change will take place <i>(if this is an address change, please include the former address of the site as well as the new address of the site):</i>													
Anticipated start date and term/semester													
For new sites, what is the anticipated date and term/semester at which <25%, 25%-49% and/or 50%+ of courses for a program will be offered?	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center;">&lt;25% date:</td> <td style="width: 25%;"></td> <td style="width: 25%; text-align: center;">&lt;25% term:</td> <td style="width: 25%;"></td> </tr> <tr> <td style="text-align: center;">25-49% date:</td> <td></td> <td style="text-align: center;">25-49% term:</td> <td></td> </tr> <tr> <td style="text-align: center;">50%+ date:</td> <td></td> <td style="text-align: center;">50%+ term:</td> <td></td> </tr> </table>	<25% date:		<25% term:		25-49% date:		25-49% term:		50%+ date:		50%+ term:	
<25% date:		<25% term:											
25-49% date:		25-49% term:											
50%+ date:		50%+ term:											
Date on which SLT approval was received, if required, or NA:													
Name of person completing this form:													
SACSCOC Substantive Change? <i>(Accreditation Liaison will complete)</i>													