**Non-Substantive Change Proposal Form**

**Proposal Title**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If applicable, provide the current CIP Code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.** All programs, licensures, graduate certificates, and courses require a CIP code. Codes can be found at the Classification of Instructional Programs Website, if you are submitting an update to an existing CIP code: <https://nces.ed.gov/ipeds/cipcode/default.aspx?y=56>

**This proposal is submitted by:**

|  |  |
| --- | --- |
| Program Coordinator | Submission Date |
| Department/Unit | College Affiliation (CHSS, COE, BCBE, UC, CHST) |
| Email | Department Chair/Unit Supervisor Name |
| Office Phone | Projected Implementation Date |

**Indicate if any of the following pertain to this proposal:**

* Initiate, modify, or eliminate core courses or requirements
* Initiate, modify, or eliminate graduate programs/courses
* Initiate, modify, or eliminate programs leading to teacher licensure initiated, modified, eliminated
* Closing a program

**\*Please save and upload this completed form as a PDF.**

**This Non- substantive proposal involves (check the appropriate box). Please see the following for UNC System Office guidelines for academic programs:** [**https://www.northcarolina.edu/academic-programs/**](https://www.northcarolina.edu/academic-programs/)

|  |  |  |  |
| --- | --- | --- | --- |
| Making or changing selections from the university core courses for a major |  | Modifying a prerequisite for a core course in the major that does not affect the Core Curriculum |  |
| Initiating, modifying, or eliminating a course in the major |  | Change course name, course level, credit hours to not exceed the overall degree credit hours |  |
| Update a program CIP Code |  |  |  |

Provide information to address the following:

1. **Proposal Description:** Provide a general overview of the proposal.
2. **Numbered List of Changes:** Provide a numbered list of all specific changes instituted by this proposal. Changes must be on this list if they are to be made as part of an approved proposal.
3. **Rationale/Purpose for the Substantive Change:** Describe what this change will do and address why the proposal is being made. The following may assist you in your response as appropriate:
* Does the revision meet institutional goals and objectives in the FSU Strategic Plan, decrease time to graduation, encourage retention, better prepare students for the workforce or further study, streamline programming, address current programmatic trends, etc.?
* Is the revision in response to assessment of student learning? If so, please cite the data.
* Is the revision in response to changes in the profession, accrediting agencies, or the discipline? If so, please specify and provide documentation.
* Is the revision in response to a review of the requirements of professional organizations? If so, please specify and provide documentation.
* Is the revision in response to recommendations from external consultant(s)? If so, please specify and cite.
* Is the revision intended to make the program more attractive to potential students? If so, explain.
1. **Additional Resource Justification:** Provide (1) evidence that new resources are not needed or explain how new resources will be provided; (2) a summary of budgetary requirements, to include estimated amounts of funds needed for the next five years, and (3) an estimate of the proposed revision’s impact on SCH generation.
2. **List of Accompanying/Supporting Documents:**
	1. New/Revised courses proposals require submission of a course syllabus and a matrix of program and course student learning outcomes with assessments (sample matrix format follows signature page).
	2. Program changes require a matrix of program learning outcomes with course and outcomes assessments.
	3. If the proposal includes a new/revised course(s) to be taught by current faculty, please attach a SACSCOC Faculty Credential Form to document how current faculty member(s) meet qualifications to teach the proposed new courses.
	4. If the proposal requires new faculty, has the position been approved? If so, identify position number; if no, please attach the request for faculty position form.
3. **Catalog Listing**: To avoid delay, provide the exact language of how the proposed change should appear in the academic catalog; use the current catalog as a model for format and appearance. Please provide a proposed catalog summary requirements chart and the catalog description for the new course(s) and current course(s) changed including pre-requisites.