

TENNESSEE STATE UNIVERSITY/SUBSTANTIVE CHANGE REQUEST FORM

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

Date: _____

Program/Department: _____

Initiator: _____
Print Signature

Does the change proposed on this form include any of the following situations? If so, check the appropriate box(es) and provide a detailed explanation in the space provided. Provide additional information as required by the Tennessee State University Substantive Change Policy.

Type of Change	Explanation
<input type="checkbox"/> Initiating coursework or programs as a more advanced level than currently approved	
<input type="checkbox"/> Expanding at current degree level (significant departure from current programs)	
<input type="checkbox"/> Initiating a branch campus	
<input type="checkbox"/> Initiating off-campus sites: Student can obtain 50% or more credits Student can obtain 25-49% of credits Student can obtain 24% or less of credits	
<input type="checkbox"/> Adding significantly different programs at an approved site (only if programs are currently approved)	
<input type="checkbox"/> Initiating Distance Learning: Student can obtain 50% or more credits Student can obtain 25-49% of credits Student can obtain 24% or less of credits	
<input type="checkbox"/> Initiating programs/courses offered through contractual agreement or consortium	
<input type="checkbox"/> Closing an institution/program; initiating teach-out agreement	

If the proposed change does not include one of the above, check the appropriate box:

Type of Change:

Add New Program

Revise an Existing Program

1. Justification for request to include a discussion of credit hour equivalency, if applicable:

2. How will this change impact other programs at Tennessee State University?

3. Expected Date of Implementation: _____

Approval/Required Signatures:

Department Chair: _____

Program/Dean: _____

TO BE COMPLETED BY THE SACSCOC LIAISON

1. Does the information submitted in the request constitute a Substantive Change?

Yes

No

2. If yes, please indicate the required Substantive Change Procedure:

Procedure One: The Review of Substantive Changes Requiring Approval Prior to Implementation (Prospectus)

Procedure Two: The Review of Substantive Changes Requiring Only Notification Prior to Implementation (Letter)

Procedure Three: Closing a Program, Site, Branch Campus or Institution

Comments:

Institutional Accreditation Liaison Signature: _____

If Applicable:

Date Approved by the Provost and VP Academic Affairs: _____

Date Approved by the President: _____

Date Approved by the TSU Board of Trustees: _____ Date

Reported to the Tennessee Higher Education Commission (THEC): _____

Date Reported to SACSCOC: _____

Check those that apply:

Copy to Office of the President

Copy to Provost

Copy to Dean

Copy to Department Chair

Copy to Registrar's Office

Copy to Financial Aid

OTHER: _____