

Catawba College  
Substantive Change Proposal Form

**Section A**

Catawba College must either notify SACSCOC or seek approval for substantive changes. Catawba College will use this substantive change proposal form to determine whether a change is a substantive change requiring no action, a notification letter, or substantive change prospectus to SACSCOC. Please complete this form in its entirety and submit electronically to Sharon Sullivan at [slsulliv@catawba.edu](mailto:slsulliv@catawba.edu).

Please note: This is not a comprehensive list of all changes that could constitute a substantive change. Please contact Sharon Sullivan ([slsulliv@catawba.edu](mailto:slsulliv@catawba.edu)) with questions.

Date:

Contact Person:

Contact Phone #

Contact Email

Department

Please describe the proposed change. Be as specific as possible.

Date of proposed implementation:

### **Section B**

Please respond "Yes" or "No" to each question in Section B.

1. Initiating coursework or programs at a different level than currently approved.  
Yes  
No
2. Initiating a branch campus. (Branch campus definition: A location of an institution that is geographically apart and independent of the main campus of the institution.)  
Yes  
No
3. Expanding at current degree level (initiating a new program)  
Yes  
No
4. Initiating a new certificate program.  
Yes  
No
5. Initiating joint or dual degrees with another institution  
Yes  
No
6. Expanding program offerings at previously approved off-campus sites.  
Yes  
No
7. Initiating off-campus sites.  
Yes  
No
8. Altering significantly the length of a program.  
Yes  
No
9. Initiating a direct assessment competency-based program.  
Yes  
No

10. Initiating distance learning...offering 50% or more of a program for the first time.

Yes

No

11. Initiating distance learning...offering 25%-49% of a program.

Yes

No

12. Initiating distance learning...offering 24% or less of a program.

Yes

No

13. Initiating programs or courses offered through contractual agreement or consortium.

Yes

No

14. Closing a program, approved off-campus site, or institution.

Yes

No