



8060 165th Avenue N.E. Suite 100, Redmond, WA 98052

* NWCCU Minor Substantive Change

* Minor Change: Categories

* Minor Change: Proposal

* Minor Change: Budget Information

Please review the NWCCU Substantive Change Policy for detailed information regarding all requests for substantive change.

NWCCU will confirm the category of your change before processing. Then, NWCCU will invoice your institution with the appropriate **MINOR** substantive change fee. Please do not send payment without an invoice number. A review of each request begins once payment is received.

If you experience difficulties using this form, please contact NWCCU at change@nwccu.org

Expedite? (Offered at the discretion of the NWCCU President. Additional fees apply)

Please expedite the processing of this proposal

Date of request *

 

Name of College or University *

Address

Street Address

City

State / Province

Postal / Zip Code

Country

President/CEO *

Accreditation Liaison Officer (ALO) *

ALO e-mail address *

ALO phone number *

Area Code Phone Number

Proposed program change: Select all that apply *

- Certificate (30 sem or 45 qtr credits)
- Associate of Science (AS)
- Associate of Applied Science (AAS)
- Bachelor of Arts (BA)
- Master of Science (MS)
- Doctor of Philosophy (PhD)
-
- Associate of Arts (AA)
- AA/AS
- Bachelor of Applied Science (BAS)
- Bachelor of Science (BS)
- Master of Arts (MA)

Proposed Change: Description of the change --for changes to programs, list the full program title. *

Example: Bachelor of Science degree program in Chemistry

Proposed implementation date *

 

Semester/Quarter *

Enter the number of total credits to program completion or N/A *

Date of faculty review (if applicable)

 

Date of Institutional Governing Board approval (if applicable)

 

Date of System Governing Board approval (if applicable)

 

Minor Change: Categories

Select the category/categories from the list below (all that apply)

Addition or change of degree or certificate and related to existing offerings

- More than 30 (semester) or 45 (quarter) credits in length

Addition of an instructional site or location in geographic proximity to the institution's main campus (within 20 miles)

- New site within 20 miles of the main campus

Instructional site information

Site name, if applicable

Street Address

City

State

Zip Code

Country

Method of instructional delivery for degree or certificate programs more than 30 (semester) or 45 (quarter) credits in length. Choose the method of instructional delivery - Check all that apply *

- Face to face
- Distance delivery of more than 50% of program requirements
- Distance delivery of less than 50% of program requirements
- Competency-based education with more than 50% of program requirements
- Competency-based education with less than 50% of program requirements
-

Placement of program in Moratorium/Suspension/Termination/Deactivation/Discontinuance (requires a teach-out plan to address Standard 2.D.4)

Undergraduate or graduate certificate or degree program more than 30 (semester) or 45 (quarter) credits

Choose from the following: Moratorium/Suspension/Termination/Deactivation/Discontinuance

NWCCU Standard 2.D.4 and Policy--Teach-Out Plans and Teach-Out Agreements requires member institutions to create/submit a plan for review

Last date of student admission to the program

 

Last date of full program teach out

 

[Click here to download the NWCCU Teach-Out Template.](#) Complete the template, save the template, upload the completed template.

Upload the completed NWCCU Teach-Out Template

Minor Change: Proposal

a. Write a clear statement of the nature and purposes of the change in the context of institutional mission and core themes. *

b. If applicable, describe the process for formal approval by the governing board and the appropriate governmental agency to offer the proposed existing and/or new program(s) at the proposed site(s). *

If applicable, upload documents of demonstrating approval by the governing board governmental agency

Upload a File

c.1 Provide a brief description of the educational offering(s). *

c.1 Provide a brief description regarding the method of instructional delivery (i.e. percent of face-to-face, hybrid, distance education, and/or competency-based delivery). *

c.2 Provide a list and description of expected student learning outcomes. *

c.3 Provide a plan for assessing student learning outcomes. *

c.4 Describe the process for review and approval by the appropriate academic policy body of the institution. *

If applicable, upload documents demonstrating approval by academic policy body

Upload a File

d. Describe plans and include descriptions that provide evidence of 1. the need for the change; 2. the student population to be served; 3. procedures used in arriving at the decision to change; 4. organizational arrangements required within the institution to accommodate the change; and 5. the timetable, with dates, for implementation steps. *

f. Describe the capacity of student support services to accommodate the change. Include a description of admissions, financial aid, advising, library, tutoring, and others specific to this request. *

f. Describe the implications of the change for services to the rest of the student body. *

g. Outline the provision/s made for physical facilities and equipment to accommodate the change. *

h. Describe the adequacy and availability of library and information resources. *

i. List the educational and professional qualifications of the faculty relative to their individual teaching assignments. *

i. List the anticipated sources or plans to secure qualified faculty and staff. *

Minor Change: Budget Information

e. If applicable, please complete and upload a budget which includes the following information:

- at the institutional level, revenue and expenses one year prior to the change
- at the program or department level, projections (revenue and expenditures) for each of the first three years of operation
- revenue and expenditures specific to the change itself
- institutional financial support to be reallocated to accommodate the change
- budgetary and financial implications of the change for the entire institution

Optional: Click [HERE](#) to download the NWCCU Budget Worksheet.

Upload your budget document or the NWCCU Budget Worksheet with the completed budget

Upload a File

Signature *



Clear