

## Substantive Change Questionnaire

To help determine substantive change and the need for SACSCOC reporting, please complete the following questionnaire.

Resources: [WKU Substantive Change Policy \(#1.4013\)](#); [SACSCOC Substantive Change Policy](#)

### PROGRAM INFORMATION

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**Date:**

**Program Contact:**

**CIP Code:**

*Note: CIP must match the CIP used in the WKU curricular process.*

**Degree Designation:**

**Proposed Implementation Date:**

### FACULTY

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1. As a result of the proposed changes or new program, will new faculty be hired?    YES    NO

If yes,

How many new faculty members will be needed?

Does the existing faculty have the expertise to teach the proposed curriculum?    YES    NO

Please explain the rationale for hiring new faculty.

The rationale should address the following reasons (as applicable):

- Increased student credit hour production or student demand.
- Enhancing the academic quality or reputation of the institution in this area.
- Accreditation requirements.
- Curricular gaps in which the existing faculty do not have the expertise/credentials to teach.

## COURSES

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1. Because of the proposed changes or new program, will new courses be added? YES NO

If yes,

How many new courses will be added?

What is the required number of credit hours for the program?

*Undergraduate programs should exclude Colonnade courses.*

*Graduate programs should include all required hours.*

Is more than 25% of the curriculum new? YES NO

*Note: New curriculum is defined as new "content" not a new course number.*

*A new course number in which existing content is taught is considered a "repackaged" course.*

*(Formula: Number of New Courses / Number of Required Courses \* 100)*

If yes,

List all required courses and the percentage of the course content that is considered new not repackaging of existing material into a new course number.

Course List	New Course?	Credit Hours	% of the course that is new content
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**Course List**

**New Course?**

**Credit Hours**

**% of the course that is new content**

**Required:** Provide additional information regarding the program you feel might be helpful in making a substantive change decision. In particular, if you added courses to your program but do not feel that constitutes a substantive change, please explain why.