WSCUC Substantive Change Review Screening Form

To comply with federal regulations, the WASC Senior College and University Commission (WSCUC) must collect additional information from all institutions to determine whether new programs or changes to existing programs are “substantive.” Departments proposing new programs or changes to existing programs must complete this survey.

**No new programs or changes to existing programs may be implemented without approval via the substantive change process.**

Substantive change *screening* can occur very quickly (i.e., within 2-3 weeks). If WSCUC determines that the changes proposed are not substantive, no additional information will be required and the program can move forward.

If WSCUC determines that a  substantive change *review* is needed, UCSB is required to allow six months for this review, though it may occur more quickly.  Department/program chairs will be notified of WSCUC’s decision as soon as it is available to UCSB.   
Generally, the following conditions apply to substantive change review applications:

**New programs:** · The first three degree programs at each degree level (e.g., the first three J.D. programs) *will* require additional substantive change review ·  New programs that include more than 50% of the units in the program from new courses that are not currently taught on the campus *may* require additional substantive change review ·  Programs offered a new modality (e.g., entirely online) *will* require additional substantive change review  **Changes to existing programs:** ·  Any program change that includes greater than 25% change in existing units *may* require an additional substantive change review. ·  Changes to the timeline of a degree *may* require a substantive change review.  **To determine whether a substantive change review is necessary, complete this form and send to UCSB’s WSCUC accreditation liaison officer for review.** Please consult Linda Adler-Kassner, Accreditation Liaison Officer (adler-kassner@ltsc.ucsb.edu) or Amanda Brey, (amanda.brey@ucsb.edu) for questions or for assistance with providing responses to this form.

Q1 Name and contact information for person completing this form

Q2 Full name of program (no abbreviation - e.g., College of Creative Studies Marine Biology)

Q3 Program description (from or appropriate for the general catalogue)

Q4 Degree Level:

Q5 Please indicate if this is a:

* NEW program? (1)
* CHANGE to a current program? (2)

Q6 Proposed six digit CIP Code (see <https://nces.ed.gov/ipeds/cipcode/search.aspx?y=55>) and program name associated with CIP code:

Q7 **Names and CIP codes** of the two most closely related programs to the proposed program. Please separate with a comma.

Q8 Proposed start date of the proposed program (MM/DD/YYYY)

Q9 How many total NEW courses (both lower division/preparatory courses and upper division courses in the major) will students take as part of this program?

Q10 How many TOTAL courses (both lower division/preparatory courses and upper division courses in the major) will students take to complete the program?

Q11 How many new faculty will be required for this program? If none, please write "none."

Q12   
Please describe any significant equipment or facilities needed for the program. If none, please write "none."

Q13 Please describe any significant additional financial resources needed for the program. If none, please write "none."

Q14 Please describe any significant additional library/learning resources needed. If none, please write "none."

Q15 What are the proposed program learning outcomes (PLOs) for the program?  
  
(You can attach a separate document here or copy paste your approved PLOs)

**Email this completed document back to Amanda Brey at amanda.brey@ucsb.edu**