

WSCUC: GUIDELINES FOR SUBSTANTIVE CHANGE SUBMISSION

This process is for the submission of screening forms for new programs, applications for new locations, and structural changes. Primarily, our submissions from UCLA are for new programs (major/degree programs that require a distinct code in the student records system, not minors).

The WSCUC [Substantive Change Manual](#) provides comprehensive information regarding institutional changes for programs and locations, as well as structural changes for programs at a new degree level, or changes in mission, ownership, legal status, or control. It covers a lot of material that is rarely relevant to our UCLA submissions.

Here are the steps of the WSCUC Substantive Change (Screening) Submission process:

- 1) Before our local Senate can complete its review of your new program/degree proposal, your program's information will need to be reviewed by our accreditor, WSCUC. Our submission of a web form is our assurance that your new program does not represent a substantially new endeavor for the campus (which would require further review from WSCUC). For example, a new School of Veterinary Medicine would represent a substantially new endeavor. An additional major in our established professional schools or the College of Letters and Science would not represent such a departure from our current academic programs.
- 2) Please alert the UCLA WSCUC Compliance Office of your proposal to establish a new program, and provide a PDF of the proposal as an email attachment in a message to Kelly Wahl: kwahl@college.ucla.edu.
- 3) Prior to submitting the form to WSCUC, the new program's unit will have an opportunity to review the proposed responses for the submission form and to offer any edits or revisions.
- 4) Once the form's responses are finalized, the UCLA WSCUC Compliance Office will complete the submission to WSCUC.
- 5) After several weeks, the UCLA WSCUC Compliance Office will determine the status of the submission and alert the program's unit, the Academic Senate, and the Faculty Executive Committee that participated in the proposal's review.

Below are the prompts from the web form that the UCLA WSCUC Compliance Office will submit for your new program proposal, with guidance offered as to what we typically provide as our responses. The UCLA WSCUC Compliance Office will create and provide draft responses for the proposing academic unit's review ahead of submission and then submit this form for your program. During the review period, we will monitor WSCUC's online secure portal to determine the submission's status. It often takes several weeks to receive a determination; however, we have never received a response from WSCUC that we didn't expect. When the response arrives, we will communicate the finding to your program/department via a letter from the Dean. The relevant Senate council chair, the council's analyst, the FEC chair, and the FEC's support staff will all be courtesy copied on the letter.

To initiate a submission to WSCUC, or if you have any questions or concerns, please contact Kelly Wahl (kwahl@college.ucla.edu).

WSCUC Substantive Change Program Screening Form

Directions: Institutions planning to implement new degree programs must submit this screening form to WSCUC to determine if a Substantive Change review and approval is necessary **prior to implementation**. The WSCUC Compliance Office will submit this form on your program's behalf. A determination on the necessity of review is made by WSCUC staff after submission of the form and any further information requested by WSCUC.

Program Information

Full Name (no abbreviations)

As it should appear publicly on the WSCUC Directory of Institutions.

Description (this is typically a paragraph of narrative extracted from the introduction of the proposal, in addition to the learning objectives and competencies, or learning outcomes, of the program)

Start Date of Proposed Change (this is the first day of the program's initial term of enrollment)

Requested Month of Review (the month of the screening form submission)

Year (the year of the screening form submission)

New Degree Information

Degree Level

Associate

Bachelors

Masters

Education Specialist

Research Doctorate

Professional Doctorate

Non-degree

Modality

Please select...

Distance

Education

On-Site

Anticipated CIP Code of proposed program (six-digit CIP Code)

(Note: A CIP Code can be proposed on this form and later updated to another code.)

Will the program utilize an agreement with an entity that will need approval as described in WSCUC's "Agreements with Unaccredited Entities Policy"? Yes/No

Is this a request for resubmission of a previous proposal in which resubmission was indicated? Yes/No

Is the institution on Provisional status with the Department of Education for the purposes of Federal Student Aid? Yes/No

Designate if any of the following apply:

Competency-based Degree Program

Duration - Change in Degree Program Length

Joint or Dual Degree

Please select...

Dual

Joint

Provide partner institution name:

Please provide the names and CIP codes of the institution's two most closely related programs to the proposed program. (We select two programs and CIP Codes from the WSCUC program directory for UCLA.)

1st Program Name

1st Program CIP

2nd Program Name

2nd Program CIP

(The following information is extracted from the program proposal.)

Number of new courses being required for this program: _____

How many new faculty members will be required for this program? _____

Number of units/credits required for completion of the program: _____

Please describe any significant additional equipment or facilities needed for the program.

Please describe any significant additional financial resources needed.

(Note: If the program is a self-supporting program, we indicate that but provide no further financial information.)

Please describe any significant additional library/learning resources needed.

