

HIGHLIGHTS AND QUESTIONS FROM 2015 SUBSTANTIVE CHANGE WORKSHOP

General Information and Comments

- Be sure to allow extra time for General Counsel review of contracts
- Some course software requires General Counsel review of “click wraps”
- Course Schedule Codes have been changed and the number of codes reduced to be more aligned with UNC General Administration. A cross-walk from the old codes to the new codes has been conducted. A concern was raised that some of the old codes might have been incorrect. It is suggested that the new codes be checked to ensure accuracy.

Pertaining to International Students

- New programs: A program must already have students actively involved before including this program on the I-17 form. Therefore, no international students can be recruited in the first year’s cohort of a new program.
- Full-time international students are only able to take 1 WEB course of no more than 3 credit hours per semester. Please note that some scholarships can put stipulations that involve no online (WEB) courses or only one online (WEB) course per degree.
- Instructional off-site locations have to be approved sites that are on UNCG’s Department of Education’s Participation Agreement and must be included in the I-17 form (UNCG profile in DHS database) before I-20 forms can be generated for international students.
- UNCG has to report all paid or unpaid practica/internship activity for international students on their I-20 forms. If the site changes, the I-20 form has to indicate this change. This includes practica that are offered at different sites. This information becomes a part of the students’ permanent government record.
- For internships and practica, departments have to approve and sign the paperwork. Protocols and procedures are shared with international students at orientation, through workshops and on the IPC website.
- It is important that all information related to international students be documented accurately. SEVIS reporting is now retained long-term and can be compared against a student’s CV. If it is not accurate, it can have adverse consequences for the student.

Questions and Answers from the Workshop

Q: What kinds of policy and form changes can we expect?

- A: UNC General Administration is in the process of having the campuses review the following:
- ▶ UNC Policy 400.1.1[R] Regulations for Academic Program Planning and Evaluation
 - ▶ Academic Program Development Guidance
 - ▶ Request to Deliver Existing Degree Program-New Delivery Mode (Replaces Appendix F and G)
 - ▶ Request to Discontinue a Degree Program or Mode of Delivery (Replaces Appendix D and Appendix I)
 - ▶ Request to Establish a New Degree Program –Any Delivery Method (Replaces Appendix A and C)

The expected timeline for implementing the changes is December 2015.

A: SACSCOC has informed the membership that they will be reviewing the *Principles of Accreditation*. This process is expected to start sometime in 2016.

Q: Who takes care of out of state authorization for online programs?

A: Please contact the Division of Continual Learning (Jana Walser-Smith, jfwalser@uncg.edu) with all state authorization questions or concerns.

Q: How do we find six digit CIP Codes?

A: CIP codes are important for a variety of purposes including IPEDS reporting, UNC-GA category funding, and faculty credentialing. If this is a brand new CIP Code or you are choosing a CIP Code for a course, it is important to consult with your associate dean first. The following information provides guidance for where to locate appropriate CIP Codes.

- ▶ New degree programs: CIP user site:
<https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>
- ▶ New concentrations: Must use the same CIP Code as the degree major. The authorized CIP Code can be found through UNC-GA's Program and Degree Finder.
<http://www.northcarolina.edu/apps/programs/index.php>
- ▶ Certificates: Recommended to use the same CIP Code as the related degree major.
<http://www.northcarolina.edu/apps/programs/index.php>
- ▶ Licensure programs need appropriate specialty codes (additional six digits), please contact Institutional Research for more information.
- ▶ New Course: Choose the best fit for the content of the course material from the CIP user site: <https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>

Please note that for courses, the first four numbers of the CIP Code are important. The last two digits can be determined using one of the following ways:

1. If you are able to find a six digit specific instructional program code, use it.
2. If you are able to determine the four digit intermediate groupings, use it plus one of the following choices:
 - a. Use "99" for a specialty that is not specifically defined on the CIP user site.
 - b. Use "01" for a general, broad topic
3. Contact Institutional Research (Sarah Carrigan, sarah_carrigan@uncg.edu) for guidance

Q: Do some courses need more than one CIP Code?

A: No, courses can only have one CIP code.

Q: Do we need to report programs that are being moved online as a substantive change?

A: Moving a program from face-to-face delivery to online delivery is no longer considered a "substantive change" for UNCG because we have been approved by SACSCOC to offer existing programs online. Please note that UNC General Administration still requires authorization if a program is moving 50% or more of a program to online delivery.

Q: What about concentrations in existing programs in relation to substantive change?

A: This is one of those “it depends” questions. Discontinued concentrations can be a substantive change, off-campus delivery can be a substantive change, however, new concentrations generally are not substantive changes.

Q: What are the regulations with regards to consortia?

A: Entering into a consortium is a procedure two substantive change. A letter with the signed agreement must be sent to SACSCOC prior to implementation.

Q: What term(s) can be used instead of “certificate” when referring to a collection of courses offered that would not lead to an official UNCG credential?

A: An official UNCG certificate will be listed on UNC General Administration’s Academic Program Inventory, appear on the student’s transcript, and the certificate will have UNCG’s official seal on it. If a collection of courses will be offered that is not intended to be an official UNCG certificate, it is important that truth in advertising principles be applied. “Certificate of Completion” has been used for unofficial certificates. Please contact the Office of Assessment and Accreditation (Jodi Pettazoni, jepettaz@uncg.edu)

Q: What is the definition of an “off-campus site?”

A: A site geographically separate from UNCG that provides site-based/classroom group instruction. Please note that videoconferencing classes to a specific location where students receive the instruction also fits into the definition of off-campus.

Q: Does 50% for off-campus program approval include certificates?

A: Yes, SACSCOC treats a certificate credential as equal to a degree credential.

Q: Are internships considered off-campus sites?

A: No, internships are not considered to be off-campus. Off-campus delivery applies to instructional courses.

Q: Do practicum courses count towards online or off-campus delivery?

A: Generally, no. If there is an instructional component within the practicum course and it amounts to over 50% of the course, it could apply towards being an online or off-campus program. More commonly, practicums offered in another state could fall under the state authorization regulations. (Please contact the Division of Continual Learning for more information.)