

## WASC SUBSTANTIVE CHANGE GUIDELINES: ABBREVIATED VERSION

After an academic unit has gone through WASC Substantive Change review and obtained approval from the MDLC to offer a program via distance learning, it may find it necessary to make modest changes to the original distance program:

- focus of the program, e.g., change of specialty
- location of its target audience, e.g., different country, island
- use of different modalities of instruction, e.g., change from web-enhanced to totally online.

To prevent the unit from having to prepare another Substantive Change proposal, the following simplified approval process has been adopted:

1. The academic unit examines the original proposal and drafts a statement documenting their proposed modifications.
2. This statement is submitted with the original proposal to the Substantive Change subcommittee of the MDLC for review.
3. The academic unit will be prepared to meet with the subcommittee to explain the modifications and to answer questions.
4. The academic unit provides a formal memo identifying the modifications, any revisions the subcommittee recommends, and assurances that all elements in the original proposal will be preserved:
  - Faculty responsibility and oversight
  - Academic rigor
  - Student support services
  - Adequacy of library and computer resources

The academic unit must ensure that the integrity of the original degree program will not in any way be compromised by these modifications and will articulate this assurance in the memo.

5. The subcommittee makes its recommendation to the MDLC, which then votes whether or not to approve the modified proposal.
6. Once approved, the academic unit is notified and the memo is filed with the original proposal in the Office of the VCAA.