

Substantive Change Verification Form

This form should be used only to propose the addition of approved courses to SWTJC sites which are NOT SACSCOC-approved for offering 25%-49% of a program or for offering 50% or more of a program. Please submit the completed form to the Vice President of Academic Services at least 3 months before the desired start date.

Proposed new programs or new courses must follow the procedure for Curriculum Committee approval.

SACSCOC-approved sites as of August 2015

SWTJC Uvalde
SWTJC Eagle Pass
SWTJC Del Rio
SWTJC Crystal City

Del Rio High School
Dilley Briscoe Unit
Uvalde High School

Site for Proposed Course:

Year and Semester to Begin:

Courses Currently Offered at Site

AA/AS – Transfer Courses

AAS or Certificate Courses

Proposed Course(s)

Name and Percent of Program Offered Including Proposed Course(s)

Submitted By (Print Name):

Date:

Division Chair _____

Outreach Office _____

_____ Approved _____ Denied

VP of Academic Affairs Signature & Date

Notification Letter Date _____

Prospectus Date _____