



Procedures #: 41001.5

SUBSTANTIVE CHANGE PROCEDURES

Effective Date: August 23, 2016

Responsible Executive: Office of the President

Responsible Officer: Provost/VP for Academic Affairs/SACSCOC Accreditation Liaison

Division: Division of Academic Affairs

Reference: Council of Academic Deans

Review Cycle: Annual

Implementation Date: August 23, 2016

Revision Date(s):

The substantive change procedure sets forth the appropriate actions required to seek approval of substantive change requests submitted to the Southern Association of Colleges and Schools Commission on Colleges.

I. OVERVIEW OF PROCEDURES FOR REPORTING TO SACSCOC

There are three procedures for addressing the different types of substantive changes.

- **Procedure One** for the Review of Substantive Changes Requiring Notification and Approval Prior to Implementation
- **Procedure Two** for the Review of Substantive Changes Requiring Only Notification Prior to Implementation
- **Procedure Three** for Closing a Program, Site, Branch Campus or Institution

Additional types of substantive changes include:

- Mergers, Consolidations, Change of Ownership, Acquisitions, and Change of Governance, Control, Form, or Legal Status
- Direct Assessment Competency-Based Education Programs

II. UNIVERSITY APPROVAL PROCESS

All programmatic changes initiated at the departmental or university level must continue to follow University policies and procedures for approvals at the departmental, college and university levels (University Curriculum Committee, Graduate Council, etc.), including proposals for new programs, program modifications, program cancellations and other curricular changes, both undergraduate and graduate.

Required approvals from the University of Louisiana System's Board of Supervisors and/or the Louisiana Board of Regents will be sought at the earliest scheduled meeting of the Board(s) to facilitate timely reporting to SACSCOC.

VII. UNIVERSITY SUBSTANTIVE CHANGE PROCEDURES

Substantive change procedures vary in type, depth and length of time required to report depending on the specific nature of the substantive change initiated by the University. A college, school, department or unit considering any change or program modification must contact the Provost and Vice President for Academic Affairs/University SACSCOC Accreditation Liaison as soon as possible to determine the precise nature of the substantive change and the appropriate course of action related to the potential change.

If the Provost and Vice President for Academic Affairs/University SACSCOC Accreditation Liaison becomes aware of a potential change through committee functions, council meetings, or another source of information dissemination, the dean/department head or unit leader will be contacted and provided guidance on the substantive change notification process. Further, these department heads/unit leaders are also responsible for notifying the Provost regarding any potential changes under consideration which would require SACSCOC substantive change reporting.

The table beginning on the next page provides a detailed listing of substantive changes and identifies responsible parties required to prepare notification materials for SACSCOC.

**Procedures for Policy #:
SUBSTANTIVE CHANGE**

The table below describes the various types of substantive change and the procedure for submission of University substantive change documentation.

Type of Substantive Change ^a	SACSCOC Procedure or Policy ^b	Prior Notification to SACSCOC Required ^c	Prior Approval by SACSCOC Required ^d	Documentation and Time Frame for Contacting SACSCOC ^e	Substantive Change Reported to Provost and VP for Academic Affairs/ University SACSCOC Accreditation Liaison by ^f	Substantive Change Documentation Prepared by ^g <i>(Due to University SACSCOC Accreditation Liaison 3 months prior to SACSCOC deadline)</i>
Initiating coursework or programs at a different level than currently approved	Procedure 1	No	Yes	Application for Level Change Due Dates: March 15 (for June review) or September 1 (for December review)	Dean of College offering program	Department Head
Initiating off-campus sites where student can obtain 50% or more credits toward a program (including but not limited to Early College High School, dual enrollment programs offered at the high school, and certificate programs that are not at employer's request and not on short notice)	Procedure 1	No	Yes	Cover Sheet Prospectus Due Dates: January 1 (for 7/1-12/31 implementation) July 1 (for 1/1-6/30 implementation)	Dean of College offering program	Department Head

**Procedures for Policy #:
SUBSTANTIVE CHANGE POLICY AND PROCEDURE**

Type of Substantive Change ^a	SACSCOC Procedure or Policy ^b	Prior Notification to SACSCOC Required ^c	Prior Approval by SACSCOC Required ^d	Documentation and Time Frame for Contacting SACSCOC ^e	Substantive Change Reported to Provost and VP for Academic Affairs/ University SACSCOC Accreditation Liaison by ^f	Substantive Change Documentation Prepared by ^g <i>(Due to University SACSCOC Accreditation Liaison 3 months prior to SACSCOC deadline)</i>
Expanding at current degree level <i>(significant departure from current programs)</i>	Procedure 1	No	Yes	Cover Sheet Prospectus <u>Due Dates:</u> January 1 (for 7/1-12/31 implementation) July 1 (for 1/1-6/30 implementation)	Dean of College offering program	Department Head
Expanding program offerings at previously approved off-campus sites by adding programs that ARE significantly different from current programs <u>at the site AND at the institution</u>	Procedure 1	No	Yes	Cover Sheet Prospectus <u>Due Dates:</u> January 1 (for 7/1-12/31 implementation) July 1 (for 1/1-6/30 implementation)	Dean of College offering program	Department Head

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Initiating degree completion programs	Procedure 1	No	Yes	Cover Sheet Prospectus <u>Due Dates:</u> January 1 (for 7/1-12/31 implementation) July 1 (for 1/1-6/30 implementation)	Dean of College offering program	Department Head
Initiating a branch campus	Procedure 1	No	Yes	Cover Sheet Prospectus <u>Due Dates:</u> January 1 (for 7/1-12/31 implementation) July 1 (for 1/1-6/30 implementation)	President	Provost and VP for Academic Affairs/ University SACSCOC Accreditation Liaison

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Initiating distance learning	Procedure 1	No	Yes	Cover Sheet Prospectus <u>Due Dates:</u> January 1 (for 7/1-12/31 implementation) July 1 (for 1/1-6/30 implementation)	Dean of College offering program	Department Head
Relocating a main or branch campus	Procedure 1	No	Yes	Cover Sheet Prospectus <u>Due Dates:</u> January 1 (for 7/1-12/31 implementation) July 1 (for 1/1-6/30 implementation)	President	Provost and VP for Academic Affairs/ University SACSCOC Accreditation Liaison

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Entering into a contract with an entity not certified to participate in USDOE Title IV programs if the entity provides 25% or more of an educational program offered by the SACSCOC accredited institution	Procedure 1	No	Yes	Cover Sheet Prospectus <u>Due Dates:</u> January 1 (for 7/1-12/31 implementation) July 1 (for 1/1-6/30 implementation)	President	Provost and VP for Academic Affairs/ University SACSCOC Accreditation Liaison
Initiating dual or joint degrees involving program expansion (significant departure) or initiating a new site where student can obtain 50% or more credits toward a program	(See SACSCOC Policy “Agreements Involving Joint and Dual Academic Awards”)	No	Yes	Cover Sheet Prospectus <u>Due Dates:</u> January 1 (for 7/1-12/31 implementation) July 1 (for 1/1-6/30 implementation) Copy of signed agreement, contact information for each institution, and additional details on non-SACSCOC institution(s) involved.	President	Provost and VP for Academic Affairs/ University SACSCOC Accreditation Liaison

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Initiating dual or joint degree with at least one institution <u>not</u> accredited by SACSCOC	(See SACSCOC Policy “Agreements Involving Joint and Dual Academic Awards”)	At least 6 months prior to implementation	Yes	Acceptance of notification, copy of signed agreement, contact information for each institution, and additional details on non-SACSCOC institution(s). See Policy.	President	Provost and VP for Academic Affairs/ University SACSCOC Accreditation Liaison
Initiating a direct assessment competency-based program	See SACSCOC Policy “Direct Assessment Competency Based Educational Programs”	Yes: Screening Form	Yes	Submit “Screening Form” with letter of notification. If Prospectus is required, <u>Due Dates:</u> March 15 (for June review) September 15 (for December review)	Dean	Department Head

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Initiating a merger/ consolidation with another institution	See SACSCOC Policy: “Mergers, Consolidations, Change of Ownership, Acquisitions, and Change of Governance, Control, Form, or Legal Status”	Yes: December 15 (for June review) June 1 (for December review)	Yes	Cover Sheet, Institutional Summary Form, Prospectus <u>Due Dates:</u> March 15 (for June review) September 1 (for December review)	President	Provost and VP for Academic Affairs/ University SACSCOC Accreditation Liaison
Changing governance, ownership, control, or legal status of an institution	See SACSCOC Policy: “Mergers, Consolidations, Change of Ownership, Acquisitions, and Change of Governance, Control, Form, or Legal Status”	Yes: December 15 (for June review) June 1 (for December review)	Yes	Cover Sheet, Institutional Summary Form, Prospectus <u>Due Dates:</u> March 15 (for June review) September 1 (for December review)	President	Provost and VP for Academic Affairs/ University SACSCOC Accreditation Liaison

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Acquiring any program or site from another institution	See SACSCOC Policy: “Mergers, Consolidations, Change of Ownership, Acquisitions, and Change of Governance, Control, Form, or Legal Status”	Yes: December 15 (for June review) June 1 (for December review)	Yes	Cover Sheet, Institutional Summary Form, Prospectus <u>Due Dates:</u> March 15 (for June review) September 1 (for December review)	President	Provost and VP for Academic Affairs/ University SACSCOC Accreditation Liaison
Adding a permanent location at a site where the institution is conducting a teach-out for students from another institution that is closing	See SACSCOC Policy: “Mergers, Consolidations, Change of Ownership, Acquisitions, and Change of Governance, Control, Form, or Legal Status”	Yes: December 15 (for June review) June 1 (for December review)	Yes	Cover Sheet, Institutional Summary Form, Prospectus <u>Due Dates:</u> March 15 (for June review) September 1 (for December review)	President	Provost and VP for Academic Affairs/ University SACSCOC Accreditation Liaison

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Initiating a certificate program at a new off-campus site at employer's request and on short notice (previously approved program)	Procedure 1	No	Yes	Cover Sheet Modified Prospectus Contact Commission Staff	Dean of College offering program	Department Head
Initiating a certificate program that is a significant departure from previously approved programs at employer's request and on short notice	Procedure 1	No	Yes	Cover Sheet Modified Prospectus Contact Commission Staff	Dean of College offering program	Department Head
Adding a site under a U.S. military contract for a previously approved program	Procedure 1	No	Yes	Cover Sheet Modified Prospectus Contact Commission Staff	President	Provost and VP for Academic Affairs/ University SACSCOC Accreditation Liaison
Altering significantly the length of a program	Procedure 1	No	Yes	Cover Sheet Modified Prospectus Contact Commission Staff	Dean of College offering program	Department Head
Altering significantly the educational mission of the institution	Procedure 1	No	Yes	Cover Sheet Modified Prospectus Contact Commission Staff	President	Provost and VP for Academic Affairs/ University SACSCOC Accreditation Liaison

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Changing from clock hours to credit hours	Procedure 1	No	Yes	Justify reasons for change, indicate calculation of equivalency and other pertinent information	Registrar	Provost and VP for Academic Affairs/ SACSCOC Accreditation Liaison
Moving an off-campus instructional site (serving the same geographic area)	Procedure 2	Yes	No	Letter of notification with new address and implementation date	President	Provost and VP for Academic Affairs/ University SACSCOC Accreditation Liaison
Initiating dual or joint degrees with other SACSCOC accredited institution(s)	See SACSCOC Policy "Agreements Involving Joint and Dual Academic Awards"	At least 6 months prior to implementation	No	Acceptance of notification, copy of signed agreement and contact information for each institution. See Policy	President	Provost and VP for Academic Affairs/ University SACSCOC Accreditation Liaison
Initiating programs or courses offered through contractual agreement or consortium	Procedure 2	Yes	No	Letter of notification and copy of signed agreement	Dean	Department Head

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Entering into a contract with an entity not certified to participate in USDOE Title IV programs if the entity provides less than 25% of an educational program offered by the SACSCOC accredited institution	Procedure 2	Yes	No	Letter of notification and copy of signed agreement	President	Provost and VP for Academic Affairs/ University SACSCOC Accreditation Liaison
Initiating off-campus sites where student can obtain 25-49% of credit toward a program (including but not limited to Early College High School, dual enrollment programs offered at a high school, and certificate programs that are not at employer's request and not on short notice)	Procedure 2	Yes	No	Letter of notification, including street address and implementation date	Dean	Department Head

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Initiating distance learning by offering 25-49% of the first program for the first time	Procedure 2	Yes	No	Letter of notification, including street address and implementation date	Dean	Department Head
Closing a program where the institution plans to teach out its own students	Procedure 3	Yes	Yes	Description of teach-out plan included with letter of notification	Dean	Department Head
Closing a program where the institution contracts with another institution to teach-out its students (Teach-out Agreement)	Procedure 3	Yes	Yes	Description of teach-out plan, copy of signed teach-out agreement detailing terms included with notification	Dean	Department Head
Closing an approved off-campus site, branch campus, or institution where the institution plans to teach out its own students	Procedure 3	Yes	Yes	Description of teach-out plan included with letter of notification	President	Provost and VP for Academic Affairs/ University SACSCOC Accreditation Liaison

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Closing an approved off-campus site, branch campus, or institution where the institution contracts with another institution to teach-out its students (Teach-out Agreement)	Procedure 3	Yes	Yes	Description of teach-out plan, copy of signed teach-out agreement detailing terms included with notification	President	Provost and VP for Academic Affairs/ University SACSCOC Accreditation Liaison

Detailed explanation of each column

^a**Types of Substantive Change:** The change at the University requiring a notification to SACSCOC main office.

^b**SACSCOC Procedure or Policy:** The procedure or policy addressing different types of substantive changes.

^c**Prior Notification to SACSCOC Required:** If the column indicates “Yes”, the “Type of Change” in column ‘a’ cannot be implemented until approval is received from SACSCOC.

^d**Prior Approval by SACSCOC Required:** If this column indicates “Yes”, the “Type of Change” requires prior approval from the SACSCOC main office prior to initiation of the change listed in column ‘a’.

^e**Documentation and Time Frame for Contacting SACSCOC:** Templates, samples and due dates.

[Application for Level Change Prospectus](#)
[Cover Sheet](#)

[Faculty Roster \(Faculty Roster Instructions\)](#)
[Agreements Involving Joint and Dual Academic Awards](#)
[Credit Hours](#)
[Direct Assessment Competency-Based Educational Programs](#)
[Screening Form](#)
[Distance and Correspondence Education](#)
[Mergers, Consolidations, Change of Ownership, Acquisitions, and Change of Governance, Control, Form or Legal Status](#)
[Institutional Summary Form](#)
[Closing a Program, Site, Branch, or Institution](#)
[SACSCOC Substantive Change Policy Statement](#)

Substantive Change Reported to Provost and VP for Academic Affairs/University SACSCOC Accreditation Liaison by: This individual is responsible for contacting the Provost and VP for Academic Affairs/University SACSCOC Accreditation Liaison of the impending “Type of Change” in column ‘a’. This should be done as soon as change is being discussed.

Substantive Change Documentation Prepared by: This individual is responsible for preparing the document in column ‘e’. If applicable, it is best to prepare this document parallel to the University Approval Process. The document is due to the Provost and VP for Academic Affairs/SACSCOC Accreditation Liaison *3 months prior to the deadline and/or submission to SACSCOC main office.*

Approval process of SACSCOC documentation PRIOR to submission to SACSCOC main office:

1. If applicable, document designated in column ‘e’ is prepared by individual(s) in collaboration with University SACSCOC Accreditation Liaison. Document to be finalized 3 months prior to submission to the SACSCOC main office.
 2. If prepared by Department Head, document is reviewed and approved by Dean of College under which “Type of Change” is being requested.
 3. University SACSCOC Accreditation Liaison seeks final approval from Senior Administrators and President prior to submission to the SACSCOC main office.
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