



**POLICY TITLE**

***Substantive Change Policy and Procedures***

**POLICY NUMBER**

**1-005**

<b>Responsible Unit:</b> <i>Academic Affairs</i>	<b>Effective Date:</b> <i>10/26/2018</i>
<b>Responsible Official:</b> <i>President/Chancellor, Executive Vice President/Executive Vice Chancellor, SACSCOC Liaison</i>	<b>Last Reviewed Date:</b>
<b>Policy Classification:</b> <i>Academic Affairs</i>	<b>Origination Date:</b> <i>07/12/2018</i>

**I. POLICY STATEMENT AND RATIONALE**

The purpose of this policy is to assist the university in addressing the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) substantive change requirements. Substantive change as defined by SACSCOC “is a significant modification or expansion of the nature and scope of an accredited institution.” Southern University and A&M College, as a member institution is required to notify the SACSCOC of changes in accordance with the substantive change policy and, when required, seek approval prior to the initiation of changes.

**II. POLICY SCOPE AND AUDIENCE**

This policy will apply to any significant modification or expansion in the nature and scope of Southern University and A&M College. It is the responsibility of the executive leadership, deans and the chair of the University Curriculum Committee to be generally aware of the substantive change policy and to inform the University’s SACSCOC liaison at the earliest point possible that a proposed change may be substantive in nature and require prior notification and approval from SACSCOC before implementation.

**III. POLICY COMPLIANCE**

Member institutions are required to notify the SACSCOC of changes in accordance with the substantive change policy and, when required, seek approval prior to the initiation of changes. (Standard 14.2)

#### IV. POLICY DEFINITIONS

**SACSCOC** - The Southern Association of Colleges and Schools Commission on Colleges is the regional body for the accreditation of degree-granting higher education institutions in the Southern states. It serves as the common denominator of shared values and practices among the diverse institutions in Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas, Virginia and Latin America and other international sites approved by the SACSCOC Board of Trustees that award associate, baccalaureate, master's, or doctoral degrees. The Commission also accepts applications from other international institutions of higher education.

**Substantive Change** - Substantive change is a significant modification or expansion in the nature and scope of an accredited institution.

**Notification** - a letter from an institution's chief executive officer, or his/her designated representative, to SACSCOC President summarizing a proposed change, providing the intended implementation date, and listing the complete physical address if the change involves the initiation of an off-campus site or branch campus. The policy and procedures for reporting and review of institutional substantive change are outlined in the document "Substantive Change for Accredited Institutions of the Commission on Colleges."

**Teach-out plan** - a written plan developed by an institution that provides for the equitable treatment of students if an institution, or an institutional location that provides 50% or more of at least one program, ceases to operate before all students have completed their program of study, and may include, if required by the institution's accrediting agency, a teach-out agreement between institutions. This applies to the closure of an institution, a site, or a program. Teach-out plans must be approved by SACSCOC in advance of implementation.

**Teach-out agreement** - a written agreement between institutions that provides for the equitable treatment of students and a reasonable opportunity for students to complete their program of study if an institution, or an institutional location that provides 50% or more of at least one program offered, ceases to operate before all enrolled students have completed their program of study. This applies to the closure of an institution, a site, or a program. Such a teach-out agreement requires SACSCOC approval in advance of implementation.

#### V. POLICY IMPLEMENTATION PROCEDURES

The Office of the Executive Vice President/Executive Vice Chancellor, Academic Affairs, deans, chair of the University Curriculum Committee, and SACSCOC Liaison will be charged with implementing this policy.

#### VI. POLICY RELATED INFORMATION

The President/Chancellor shall notify the SACSCOC regarding substantive change by submitting a letter and/or prospectus to the President of the SACSCOC summarizing the proposed change, according to a format specified by the SACSCOC.

Under federal regulations, substantive change includes:

- Any change in the established mission or objectives of the institution.
- Any change in legal status, form of control, or ownership of the institution.
- The addition of courses or programs that represent a significant departure, either in content or method of delivery, from those that were offered when the institution was last evaluated.
- The addition of courses or programs of study at a degree or credential level different from that which is included in the institution's current accreditation or reaffirmation.
- A change from clock hours to credit hours.
- A substantial increase in the number of clock or credit hours awarded for successful completion of a program.
- The establishment of an additional location geographically apart from the main campus at which the institution offers at least 50% of an educational program. The establishment of a branch campus.
- Closing a program, off-campus site, branch campus or institution.
- Entering into a collaborative academic arrangement that includes only the initiation of a dual or joint academic program with another institution.
- Acquiring another institution or a program or location of another institution.
- Adding a permanent location at a site where the institution is conducting a teach-out program for a closed institution.
- Entering into a contract by which an entity not eligible for Title IV funding offers 25% or more of one or more of the accredited institution's programs.

The SACSCOC Board of Trustees has approved additional substantive changes that require notification and, in some cases, approval prior to implementation.

### **Procedures for Reporting:**

All administrators are informed of SACSCOC and Southern University and A&M College policies on substantive change.

Deans and University Curriculum Committee Chair must notify the provost and SACS Liaison of intent to submit a substantive change.

Executive Vice President/Executive Vice Chancellor through the SACSCOC Liaison must clarify requirements for prospectus and timelines if changes meet SACSCOC criteria for substantive changes.

Executive Vice President/Executive Vice Chancellor through the SACSCOC Liaison must assure substantive change requirements are outlined and or met before proposed changes are submitted to SUS for approval.

SACSCOC provides guidelines (**SUBSTANTIVE CHANGE FOR SACSCOC ACCREDITED INSTITUTIONS Policy Statement, 2016**) for three procedures for addressing the different types of substantive changes:

- **Procedure One** for the Review of Substantive Changes Requiring Approval Prior to Implementation (Notification may also be required).
- **Procedure Two** for the Review of Substantive Changes Requiring Only Notification Prior to Implementation (some changes also require submission of additional documents).
- **Procedure Three** for Closing a Program, Site, Branch Campus or Institution.

**Procedures for the following types of changes** are included in a separate SACSCOC document, “Mergers, Consolidations, Change of Ownership, Acquisitions, and Change of Governance, Control, Form, or Legal Status.”

- Initiating mergers or consolidations.
- Acquiring any program or site from another institution.
- Adding as a permanent location any site where the institution is conducting a teach-out for students of another institution that is closing.
- Changes in governance, ownership, means of control or legal status.

**Procedures for approval of direct assessment competency-based education programs** are in a separate SACSCOC document, “Direct Assessment Competency-Based Educational Programs.”

The initiation or revision of programs not offered for academic credit and that are not eligible for federal financial aid does not require reporting; however, such programs are subject to review at the time of reaffirmation.

## **VII. POLICY HISTORY AND REVIEW CYCLE**

This is a newly created policy. This policy is subject to a five-year policy review cycle.

## **VIII. POLICY URL**

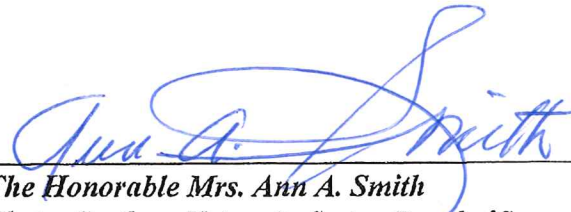
[www.sus.edu](http://www.sus.edu).

## **IX. POLICY APPROVAL**

*This section identifies the appropriate approval official(s).*

  
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**Ray L. Beston, Ph.D.**  
*President-Chancellor, Southern University and A&M College System*

10/26/2018  
**Effective Date of Policy**

  
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**The Honorable Mrs. Ann A. Smith**  
*Chair - Southern University System Board of Supervisors*

10/26/18  
**Effective Date of Policy**