



POLICY TITLE
Substantive Change

POLICY NUMBER
6-001

<p>Responsible Unit: <i>Office of Research, Sponsored Programs & Institutional Effectiveness</i></p> <p>Responsible Official: <i>Vice Chancellor for RSP/IE/SACSCOC Liaison</i></p> <p>Policy Classification: <i>Governance</i></p>	<p>Effective Date: <i>07/19/2019</i></p> <p>Last Reviewed Date: <i>May 13, 2019</i></p> <p>Origination Date: <i>03/01/2010</i></p>
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I. POLICY STATEMENT AND RATIONALE

As a condition of continued accreditation, Southern University at Shreveport Louisiana (SUSLA) is responsible for maintaining compliance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Substantive Change Policy. SACSCOC defines substantive change as ***“a significant modification or expansion of the nature and scope of an accredited institution.”*** For SUSLA, substantive change will address modifications in academic service delivery since the last decennial and/or fifth-year accreditation review. Such modifications would primarily involve conditions that represent a significant departure from institutional mission-critical requirements. SUSLA will be proactive in ensuring all incidences of substantive change be reported in a timely manner as required by Southern Association of Colleges and Schools Commission on Colleges. The complete SACSCOC Substantive Change Policy Statement can be found online at <http://www.sacscoc.org/SubstantiveChange.asp>.

II. POLICY SCOPE AND AUDIENCE

This policy will address any modification or expansion that represents a significant departure from the institutional mission-critical requirements in the nature and scope of Southern University at Shreveport. It is the responsibility of the executive leadership, deans, and chair of the institution’s Curriculum Committee to be generally aware of the

substantive change policy and to inform the institution'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. With the advent of mandates requiring greater opportunities for educational access, conditions requiring substantive change include, but are not limited to, the following:

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

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. (Principle 14: Standard 14.2)

IV. POLICY DEFINITIONS

SACSCOC – The Southern Association of Colleges and Schools Commission on Colleges is the regional accrediting 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 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 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**

It is the responsibility of Southern University at Shreveport (SUSLA), through the institution’s SACSCOC liaison, to report all substantive changes based on the commission’s policy and follow all procedures and timelines as outlined in the commission’s policy statement. Such procedures may include notification **and** approval prior to implementation – in some cases, as much as 12 months prior approval is needed before implementation or **only** notification prior to implementation – usually requires a simple letter of notification prior to implementation.

The Office of the Chancellor, Academic Affairs, deans, chair of the Curriculum Committee, and the SACSCOC Liaison will be charged with implementing this policy. Criteria for program approval, review, and discontinuance are outlined by the Curriculum Committee, the Academic Council, and the Vice Chancellor for Academic Affairs. Final approvals may be required from the Chancellor, Southern University System Board of Supervisors, and/or the Louisiana State Board of Regents.

a. **APPROVAL PROTOCOLS**

A program change begins in its respective department. The area dean approves or rejects the proposal. If approved, the dean presents the proposal to the Curriculum Committee, who reviews and approves/rejects the proposal. If approved, the proposal is forwarded to the Academic Council for review. If approved, the proposal is forwarded to the Vice Chancellor for Academic Affairs.

To support the approval protocol, the following routing form is utilized:



SOUTHERN UNIVERSITY AT SHREVEPORT
Division of Academic Affairs
Process to Establish New Program or Discontinue an Existing Program

Name of Program: _____
Type of Degree/Certificate: _____
Total Credit Hours: _____ **CIP Code:** _____

PROCESS	DATE	SIGNATURE
Letter of Intent and complete packet to establish a new program or discontinue a program		
Date Reviewed by the Curriculum Committee		
Date Approved by the VC of Academic Affairs		
Date Approved by Chancellor		
Date Approved by Southern University System Board of Supervisors		
Date Approved by the Louisiana Board of Regents		
Date submitted to SACS Liaison for SACSCOC Notification (<i>only Substantive Changes</i>)		
Date Approved by SACSCOC (<i>only Substantive Changes</i>)		
Date Complete Packet submitted to the Office of Financial Aid (<i>only CTE programs</i>)		
Term and Year of Program Implementation		

Vice Chancellor of Academic Affairs

Date

Director of Financial Aid

Date

A completed copy of this form is to be housed in the following areas:
The Office of Financial Aid
The Vice Chancellor for Academic Affairs
The Vice Chancellor for RSPiE/SACSCOC Accreditation Liaison

b. GENERAL PROCEDURES FOR REPORTING

- All administrators are informed of SACSCOC and Southern University at Shreveport (SUSLA) policies on substantive change.
- Deans and the institution’s Curriculum Committee Chair must notify the Vice Chancellor for Academic Affairs and the SACSCOC Liaison of the intent to submit a substantive change.
- The Vice Chancellor for Academic Affairs, through the SACSCOC Liaison, must clarify requirements for prospectus and timelines if changes meet SACSCOC criteria for substantive changes.
- The Vice Chancellor for Academic Affairs, through the SACSCOC Liaison, must assure substantive change requirements are outlined and/or met before proposed changes are submitted for approvals.

VI. POLICY RELATED INFORMATION

RESOURCES

Substantive Change Letter of Notification (SACSOC)
Substantive Change Policy (SACSCOC)
Substantive Change Prospectus – Content (SACSCOC)
Mergers, Consolidations, and Change of Ownership (SACSCOC)

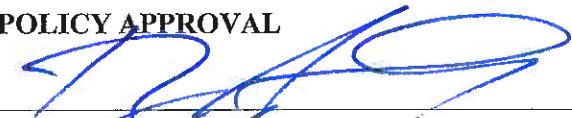
VII. POLICY HISTORY AND REVIEW CYCLE

This policy is an update to an existing policy originated March 1, 2010 and shall be deemed effective upon the date of Board approval. The policy is subject to the five-year policy approval cycle.

VIII. POLICY URL

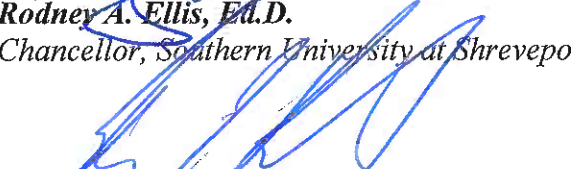
www.susla.edu

IX. POLICY APPROVAL



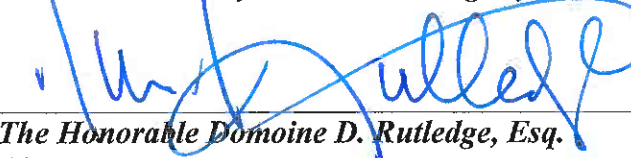
Rodney A. Ellis, Ed.D.
Chancellor, Southern University at Shreveport

7/19/19
Effective Date of Policy



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

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The Honorable Domoine D. Rutledge, Esq.
*Chair
Southern University System Board of Supervisors*

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