



UAR NUMBER:

TITLE:

ORIGINATOR(S):

INITIAL ADOPTION:

REVISION DATE(S):

AUDIENCE: (SELECT ALL THAT APPLY)

FACULTY

STAFF

STUDENTS

VENDORS

OTHER (SPECIFY):

PURPOSE:

SCOPE:

DESCRIPTION (INCLUDE DEFINITIONS):

Substantive change is defined by SACSCOC as “a significant modification or expansion in the nature and scope of an accredited institution.” To maintain our regional accreditation, MSU must report in writing any actions defined as a “substantive change” to the SACSCOC. At MSU, the Office of Planning, Performance and Effectiveness oversees the University’s substantive change process and reporting through the SACSCOC Liaison. The SACSCOC Liaison is appointed by the President and is responsible for:

- maintaining the University’s policy on substantive change;
- keeping administration and academic officers informed on the substantive change policy;
- collaborating with and advising University officials to determine whether a proposed change is substantive and on appropriate actions when a change is substantive;
- submitting the appropriate notice, prospectus, or proposal with SACSCOC and coordinating communication.

University decisions that may be considered a substantive change can be determined when discussed in advance of any major academic, business, or operational action. Substantive changes can occur at the program, departmental, or institutional level. According to 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 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.

Questions about whether a proposed change/academic action represents substantive change may be directed to the SACSCOC Liaison or the Provost. For further information about what constitutes substantive change, please see the SACSCOC Substantive Change Policy (www.sacscoc.org/SubstantiveChange.asp).

Procedure: Administrators and academic officers are responsible for being aware of the substantive change policy in order to inform the SACSCOC Liaison at the earliest point possible in the development of a proposal or plan that may constitute a substantive change for the University. Most substantive changes require approval from SACSCOC before implementation. The type of change will determine the amount of prior notification time required as well as the submission dates. The campus SACSCOC Liaison prepares a substantive change notification for the University's president to sign. If a prospectus is required, the SACSCOC Liaison will work with the appropriate administrators to

APPROVED BY:

VICE PRESIDENT:  DATE: 7/20/18

APPROPRIATE INSTITUTIONAL REVIEW: _____ DATE: _____

PRESIDENT:  DATE: 7/20/18

DESCRIPTION (CONTINUED):