SAGU Substantive Change Policy

Substantive change, according to the Commission on Colleges of the Southern Association of Colleges and Schools (SACSCOC), is "*a significant modification or expansion of the nature and scope of an accredited institution*."

SAGU is required to submit substantive changes to SACSCOC for review, and in some cases approval, prior to the implementation of the change.

According to the SACSCOC, "*An unreported substantive change may require a review of the institution's substantive change policy and procedures document by the SACSCOC Board of Trustees. Non-compliance subjects the institution to monitoring, sanction, or removal from membership. Failure to secure approval, if required, of a substantive change involving programs or locations that qualify for title IV federal funding may place the institution in jeopardy with the U.S. Department of Education.*"

Procedure:
- Complete the substantive change form during the proposal process for a new program, program closure, proposed new site, or site closure.
- Submit the form to the IE Office as soon as reasonably possible: ieoffice@sagu.edu.
- IE Office staff will review the proposal to see if it meets SACSCOC thresholds for substantive change.
- The IE Office will work with you to prepare and submit all required documentation (Notification Letter, Prospectus, Teach-out Plan) to SACSCOC.

Questions concerning substantive change may be directed to ieoffice@sagu.edu.

Name of Proposed Program/Site/Action:	
Sponsoring College or Department:	
Department Contact:	
Projected Date for Implementation of the Change:	
Date of Approvals:	
Comments:	

Mark any that apply on the following charts:

Changes Requiring Submission of **Letter of Notification** Submission dates: January 1 for upcoming fall semester changes July 1 for upcoming spring semester changes	**Yes**
1. The proposal will initiate a program with 25-49% new courses in its core degree requirements (including courses at a new level).	
2. The proposal will add a method of delivery for an existing program (ie add new DE option to existing OC program).	
3. The proposal will allow a student to earn 25%-49% of any degree program through courses at an off-campus site.	
4. The proposal will reopen a program or site that was closed within the last 5 years.	
5. The proposal will initiate a program or courses through cooperative agreement, contractual agreement, or consortium.	
6. The proposal will change the name or location of an existing off-campus instructional site.	
7. The proposal will initiate a joint degree program or dual academic award with another SACSCOC institution.	

Changes Requiring **Prospectus and Approval** by **SACSCOC Executive Council of the Board** Submission dates: January 1 for upcoming fall semester changes July 1 for upcoming spring semester changes	**Yes**
1. The proposal will initiate a program with 50% or more new courses in its core degree requirements (including courses at a new level).	
2. The proposal will close an existing program. *Teach-out plan required.*	
3. The proposal will end a student's program completion option at a specific location or method of delivery. *Teach-out plan required.*	
4. The proposal will close an existing off-campus instructional site. *Teach-out plan required.*	
5. The proposal will increase or decrease required credit hours for an existing program by 25% or more	
6. The proposal will initiate a joint degree program or dual academic award with a non-SACSCOC institution.	

Changes Requiring **Prospectus, Site Visit, and Approval** by **SACSCOC Full Board of Trustees** Submission dates: March 15 for upcoming fall semester changes September 1 for upcoming spring semester changes	**Yes**
1. The proposal will allow a student to earn more than 50% of any degree program through courses at an off-campus site.	
2. The proposal will initiate a merger, consolidation, or the acquisition of an institution, a program, or instructional location from another institution	

Please provide further details concerning the change (if necessary). Examples:
- Will the proposal require a number of new faculty members?
- Will the proposal require significant new library or other learning resources?
- Will the proposal require new equipment or facilities?
- Will the proposal lead to the dismissal of current faculty or staff members?