

For IE Office use:

Date reviewed: _____

Sub Change: _____ Y _____ N

SAGU Substantive Change Checklist

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 implementation of the change.

According to the SACSCOC, “if an institution fails to follow the substantive change policy and procedures of the Commission on Colleges, it may lose its Title IV funding or be required by the U.S. Department of Education to reimburse it for money received by the institution for programs related to the unreported substantive change. In addition, the institution’s case may be referred to the Commission for the imposition of a sanction or for removal from membership.”

Please complete the checklist during the proposal process for a new program or site. If the change is determined to be substantive (or if you are uncertain), then submit the form to the Office of IE by e-mail at ieoffice@sagu.edu prior to implementation of the change.

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 for the Change (if available): |
| Comments: |

| Substantive Change Checklist | | | | Provide a Brief Explanation (if necessary) |
|---|-----|----|----------|--|
| Question | Yes | No | Not Sure | |
| 1. Will the proposal initiate a program that would be significant departure from previously approved programs? | | | | |
| 2. Will the proposed program require a number of new faculty members? | | | | |
| 3. Are more than 30 percent of the courses required for the proposed program new? | | | | |
| 4. Will the proposal require significant new library or other learning resources? | | | | |
| 5. Will the proposal require new equipment or facilities? | | | | |
| 6. Will the proposal initiate a dual degree program with another institution? | | | | |
| 7. Will the proposal initiate a joint degree program with another institution? | | | | |
| 8. Will the proposal initiate a program at an existing off-campus site that would be significant departure from previously approved programs? | | | | |
| 9. Will the proposal initiate a program or courses through contractual agreement or consortium? | | | | |
| 10. Will the proposal relocate an existing off-campus site? | | | | |
| 11. Will the proposal alter significantly the length of an existing program? | | | | |
| 12. Will the proposal initiate a degree completion program? | | | | |
| 13. Will the proposal close an existing program or site? | | | | |
| 14. Will the proposal allow a student to earn more than 25% of any degree program through courses at an off-campus site? | | | | |
| 15. Will the proposal allow a student to earn more than 50% of any degree program through courses at an off-campus site? | | | | |