

## **LAMAR STATE COLLEGE ORANGE**

### **Substantive Change Policy and Procedures**

#### **Policy Statement**

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) accredits an entire institution and its programs and services, wherever they are located or however they are delivered. The Commission is responsible for reviewing all substantive changes that occur between an institution's decennial reviews, determining whether the changes have affected the quality of the total institution, and asserting to the public that all aspects of the institution meet the defined accreditation standards.

SACSCOC is recognized by the U.S. Department of Education as an agency whose accreditation enables its member institutions to seek eligibility to participate in Title IV programs. To maintain its recognition with the U.S. Department of Education, SACSCOC has incorporated federal requirements into its **substantive change policy and procedures**.

#### **Institutional Obligations**

It is the responsibility of all institutions to adhere to SACSCOC substantive change policies and procedures and to inform SACSCOC of substantive changes as specified in these procedures. If an institution is unclear as to whether a change is substantive in nature, the SACSCOC liaison should consult with the Commission staff. Failure of an institution to gain approval for substantive changes involving programs that qualify for federal financial assistance could result in the institution jeopardizing funding.

1. Member institutions are required to notify SACSCOC of changes in accordance with the substantive change policy and, when required, seek approval prior to the initiation of changes.
2. Member institutions are required to have and follow a policy and procedure to ensure that all substantive changes are reported to the Commission in a timely fashion.

#### **Policy Statement**

Lamar State College Orange (LSCO) shall be in full compliance with SACSCOC current Principles of Accreditation of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The Commission accredits the institution in its entirety, as well as its programs and services – including geographical location and modality of delivery. LSCO's Substantive Change Policy and Procedures explain the guidelines and requirements to monitor and report substantive changes occurring at LSCO to the Commission in a timely manner

The College shall adhere to the **Substantive Change Process** via the procedures outlined below. These procedures are designed to provide efficient and timely internal mechanisms that will allow the College to report all modifications meeting the definition of a substantive change. In some cases, the College need only notify SACSCOC of a substantive change. In other cases, however, prior approval from SACSCOC is required.

Any changes to LSCO's approved instructional programs, including curriculum or location of program delivery, are expected to be presented to the LSCO Curriculum Committee for consideration and approval at least two long semesters (one academic year) prior to anticipated implementation. The Dean shall work with the Curriculum Committee Chairperson to complete and submit all required documentation for review prior to the scheduled meeting.

Questions related to curriculum or location change should be directed to the LSCO Curriculum Committee Chairperson. If necessary, the Chairperson will consult with LSCO's SACSCOC Liaison to ensure adherence to SACSCOC's substantive change process. To avoid delays and potential violations of SACSCOC's Substantive Change Policy Statement, assumptions regarding the type of change being addressed should never be made. **Always contact the Curriculum Committee Chairperson for clarification or guidance.**

#### **Definition**

##### **Substantive Change**

According to SACSCOC, a substantive change is a significant modification or expansion of nature and the scope of an accredited institution.

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 to a degree or credential level above 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 percent of an educational program
- The establishment of a branch campus

### **Substantive Change Awareness**

Substantive Change Awareness – The following measures have been put in place to facilitate college awareness and training regarding substantive changes. By keeping key people in Primary Pre-Notification Responsible Positions informed and educated on the substantive change policy, the College will be appropriately and effectively proactive regarding the proper reporting of qualifying changes to the Commission.

- a. The SACSCOC Liaison will have a standing appointment at the beginning of each meeting of the President's Executive Council to present and discuss accreditation and potential substantive change related items.
- b. The SACSCOC Liaison acts as an ex-officio member of the Curriculum Committee and will provide necessary inquiries and reminders regarding substantive change requirements.
- c. To ensure that appropriate and necessary triggers are in place to pre-notify, the SACSCOC Liaison will provide the Executive Vice President/Provost, the Curriculum Committee Chairperson, and the Deans with annual training updates about the substantive change policy and timeline. During these and other sessions, as needed, the SACSCOC Liaison will provide comprehensive training to ensure that the appropriate guidelines are being followed. Faculty and Administrators will follow the requisite SACSCOC deadlines and criteria and will work in concert with the SACSCOC Liaison to meet the requirements. The customized SACSCOC Substantive Change Procedure Table (see below) will be distributed to each person at any given training session.
- d. The SACSCOC Liaison will also provide regular inquiry notifications via email to prompt the responsible Dean who oversees the area where substantive change is most likely to occur.
- e. The SACSCOC Liaison will prepare and submit an annual review of all LSCO instructional programs and their mode(s) of delivery, and an updated list of all off-campus instructional sites (OCISs) and the programs and semester credit hours offered at each, to be considered as action items on the agenda for the first regular meeting of the LSCO Curriculum Committee each academic year.
- f. The SACSCOC Liaison will submit an annual review of all substantive change proposals submitted and the status of each, to be considered as an action item on the agenda for the first regular meeting of the LSCO Curriculum Committee each academic year.

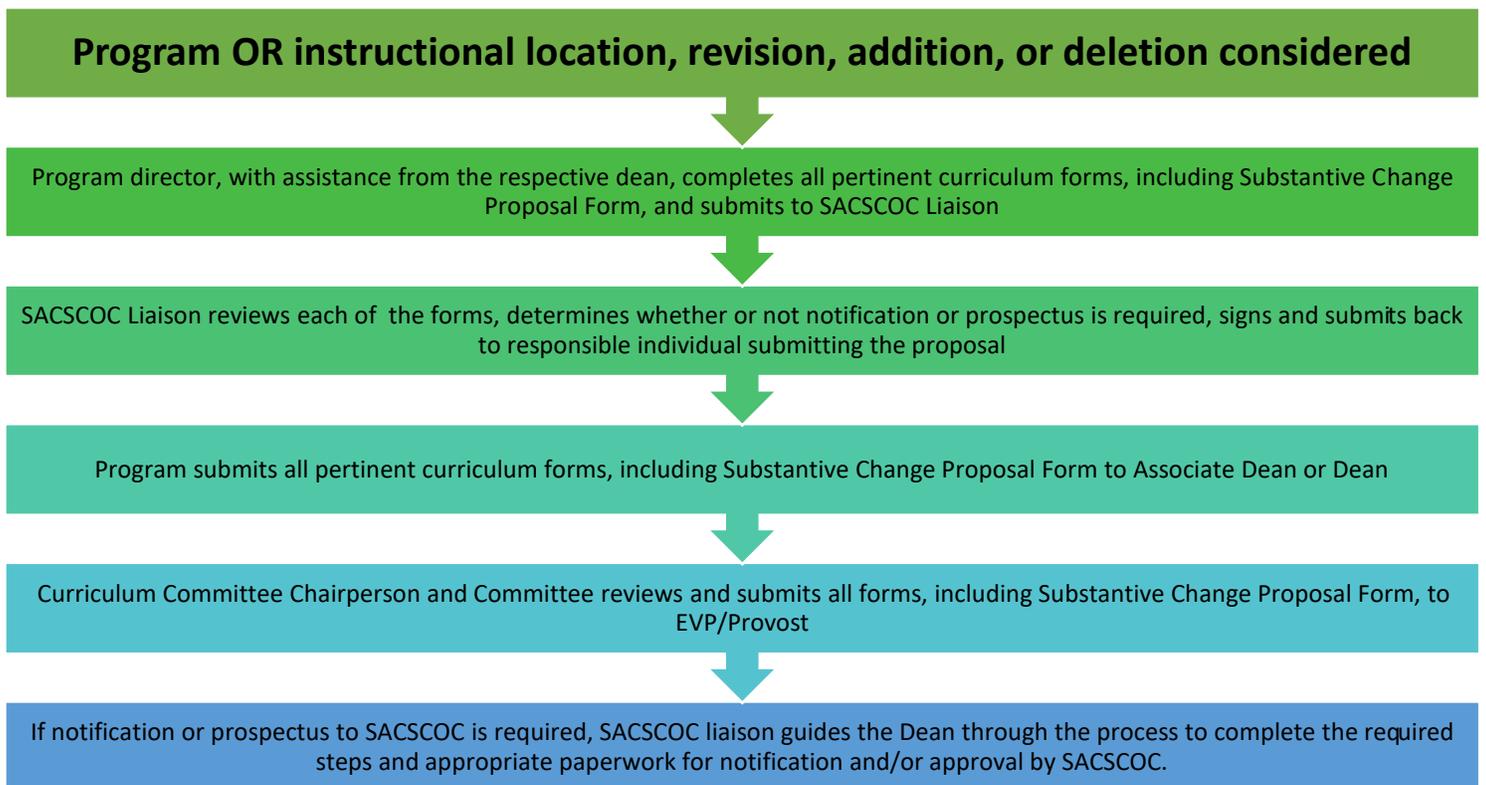
### **Substantive Change Procedures**

1. Lamar State College Orange uses a substantive change proposal process that requires a Substantive Change Proposal Form (see Appendix A) to be introduced and submitted to the Curriculum Committee Chairperson. During the Curriculum Committee meeting in which the proposed curriculum and/or location change is considered, the individual submitting the proposal, with assistance from the respective Dean, is to include the Substantive Change Proposal Form in their supporting documentation.
2. Substantive Change Proposal – The individual, with assistance from the respective Dean, shall notify the SACSCOC Liaison via the Substantive Change Proposal Form when a curriculum or instructional location, revision, modality of delivery, addition, or deletion is first proposed. This form will accompany all documents required for review and consideration by the Curriculum Committee. The SACSCOC Liaison will receive a completed Substantive Change Proposal Form. The SACSCOC Liaison will assist the Curriculum Committee

Chairperson with clarification, if needed, and return the signed form to the employee presenting the change with the substantive change process approved as noted, or revised, as appropriate.

3. Substantive Change Determination – After the program or location has been considered and voted upon by the Curriculum Committee, the SACSCOC Liaison will coordinate and communicate with the appropriate Dean to prepare the notification or prospectus to be sent to the Commission according to their published deadlines.
4. Off-Campus Instructional Site Monitoring and Determination of Substantive Change Requiring Notification or Approval: Face-to-Face Mode of Delivery – To facilitate monitoring of the percentage of a program being delivered in face-to-face modality at an off-campus instructional site, the Deans of the programs offering coursework at locations geographically separated from campus will work with the Institutional Accreditation Liaison to prepare and submit a report to the Curriculum Committee listing all classes being taught at off-campus instructional sites. The report will be presented no later than the first scheduled meeting of the Curriculum Committee following publication of the next semester’s course schedule.
5. Off-Campus Instructional Site Monitoring and Determination of Substantive Change Requiring Notification or Approval: Distance Education Mode of Delivery — To facilitate monitoring of the percentage of a program being delivered to Dual Credit students in Distance Education modality at a location geographically separate from the institution that would qualify as off-campus instruction, the Dean of Student Services will conduct a survey of each off-campus partner to determine the amount of online coursework being offered in each program at each site in which students are required to be at that location in order to receive instruction. The Dean will work with the Institutional Accreditation Liaison to prepare and submit a report of the survey results for each Dual Credit partner and program to the Curriculum Committee. The report will be presented no later than the first scheduled meeting of the Curriculum Committee following the signing of the Memoranda of Understanding.
6. Change of Mode of Delivery for a Program – The instructional Deans will work with the Institutional Accreditation Liaison to prepare and submit a report of any programs adding or discontinuing a mode of delivery, as defined by the SACSCOC Substantive Change policy. The report will be presented no later than the first scheduled meeting of the Curriculum Committee following publication of the next semester’s course schedule.

The chart below illustrates the procedure that all curriculum or instructional location revisions, additions, or deletions must undergo to determine whether the update meets the threshold for SACSCOC notification or prospectus requirements.



**Lamar State College Orange**  
**Substantive Change Policy and Procedure**  
**Appendix A**  
**Substantive Change Proposal Form**

(for display only: not a template)

## Substantive Change Proposal Form Lamar State College Orange

This form must be prepared for every proposed change (course and/or program revision, addition, or deletion) submitted to the Curriculum Committee for a LSCO program, course, or location, including addition, revision, or removal. ***It should be submitted to the Curriculum Committee Chairperson at least 15 days prior to the regular scheduled meeting. Planning of at least two long semesters is required for any proposed change to an existing or potential LSCO program or site location.***

*NOTE: the due dates for implementation are established by the Southern Association of Colleges and Schools Commission on*

*College (SACSCOC) and will be strictly enforced by LSCO in order to remain in compliance with SACSCOC.*

A. Program or location changes to take effect fall semester – required documentation submitted to SACSCOC on or before December 15<sup>th</sup> prior to fall semester.

B. Program or location changes to take effect spring semester – required documentation submitted to SACSCOC on or before July 1<sup>st</sup> prior to the spring semester.

Date:	Program/Department:
Program Coordinator:	
Does the proposed change include any of the following situations? If so, check the appropriate box/boxes and provide an explanation or description.	
Type of Change	Explanation of Proposed Change
<input type="checkbox"/> Initiating coursework or programs at a different level than currently approved	
<input type="checkbox"/> Expanding at current degree level (significant departure from current programs).	
<input type="checkbox"/> Initiating a branch campus (See definition of “branch campus” on p. 3 of “SACSCOC Substantive Change Policy”)	
<input type="checkbox"/> Relocating a main or branch campus	
<input type="checkbox"/> Initiating off-campus sites where student can obtain (including but not limited to Early College High School, dual enrollment programs offered at a high school, and certificate programs that are not at employer’s request and not on short notice) <input type="checkbox"/> 50% or more credits toward a program <input type="checkbox"/> 25-49% credits toward a program	
<input type="checkbox"/> Expanding program offerings at previously approved off-campus sites by adding programs that ARE significantly different from	
<input type="checkbox"/> Initiating degree completion programs	
<input type="checkbox"/> Initiating distance learning by offering the first program for the first time <input type="checkbox"/> 50% or more credits toward a program <input type="checkbox"/> 25-49% credits toward a program <input type="checkbox"/> 24% or less of credits toward a program	
<input type="checkbox"/> Entering into a contract with an entity not certified to participate in USDOE Title IV programs if the entity provides 25% or more of an educational program offered by the	

<input type="checkbox"/> Initiating dual or joint degrees involving program expansion (significant departure) or initiating a new site where student can obtain 50% or more credits toward a program	
<input type="checkbox"/> Initiating dual or joint degree with at least one institution not accredited by SACSCOC	
<input type="checkbox"/> Initiating a direct assessment competency-based program	
<input type="checkbox"/> Initiating a merger/consolidation with another institution	
<input type="checkbox"/> Changing governance, ownership, control, or legal status of an institution	
<input type="checkbox"/> Acquiring any program or site from another institution	
<input type="checkbox"/> Adding a permanent location at a site where the institution is conducting a teach-out for students from another institution that is	
<input type="checkbox"/> Initiating a certificate program at a new off-campus site at employer's request and on short notice (previously approved)	
<input type="checkbox"/> Initiating a certificate program that is a significant departure from previously approved programs at employer's request and on	
<input type="checkbox"/> Adding a site under a U.S. military contract for a previously approved program	
<input type="checkbox"/> Altering significantly the length of a program (25% or more)	
<input type="checkbox"/> Altering significantly the educational mission of the institution	
<input type="checkbox"/> Changing from clock hours to credit hours	
<input type="checkbox"/> Moving an off-campus instructional site (serving the same geographic area)	
<input type="checkbox"/> Initiating dual or joint degrees with other SACSCOC accredited institution(s)	
<input type="checkbox"/> Initiating programs or courses offered through contractual agreement or consortium	
<input type="checkbox"/> Entering into a contract with an entity not certified to participate in USDOE Title IV programs if the entity provides less than 25% of an educational program offered by the SACSCOC	
<input type="checkbox"/> Closing a program, approved off-campus site, branch campus, or institution <input type="checkbox"/> where the institution plans to teach out its own students <input type="checkbox"/> where the institution plans contracts with another	
<input type="checkbox"/> Closing a program, approved off-campus site, branch campus, or institution	
<input type="checkbox"/> Initiating a certificate program using existing approved courses and location <input type="checkbox"/> at employer's request and on short notice <input type="checkbox"/> not at employer's request and not on short notice	

<input type="checkbox"/> Expanding program offerings at previously approved off-campus sites by adding approved programs that <input type="checkbox"/> ARE NOT significantly different from current programs at the site (less than 25%) <input type="checkbox"/> ARE significantly different from current programs at the site but NOT at the institution (25% or more)	
<input type="checkbox"/> Expanding online course offerings at an off-campus instructional site where students are REQUIRED to be present at that location to receive instruction	
<input type="checkbox"/> Changing the mode of delivery of a program OR adding a new mode of delivery of a program	
If the proposed change does not include one of the above, please explain the type of proposed change:	
Justification for request to include a discussion of credit hour equivalency, if applicable:	
How will this change impact other programs at LSCO?	
Expected Semester and Year of Implementation:	
<b>THIS SECTION to be COMPLETED BY THE SACSCOC LIAISON</b>	
Does the information submitted in the proposal constitute a Substantive Change? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please indicate the required Substantive Change/Procedure: <input type="checkbox"/> Procedure One: The Review of Substantive Changes Requiring Approval Prior to Implementation (Prospectus) <input type="checkbox"/> Procedure Two: The Review of Substantive Changes Requiring Only Notification Prior to Implementation (Letter)	
Signature of Director of SACSCOC/Accreditation:	Date:
<b>Approval/Required Signatures for Proposal</b>	
Program Coordinator:	Date:
Associate Dean/Lead Faculty:	Date:
Dean:	Date:
Curriculum Committee Chairperson:	Date:
Signature of the EVP/Provost:	Date: