

TITLE: Substantive Change Policy
ORIGINATOR: Accreditation Liaison
APPROVAL DATE: November 5, 2018
EFFECTIVE DATE: November 5, 2018
PURPOSE: To provide policy on the creation, suspension, and modification of academic programs and structure
REVIEWER: Accreditation Liaison
REVIEW DATE: Fall 2021 and every 3 years thereafter

OPERATING DETAILS:

1. Creation, suspension, and modification of academic programs and structure that represent a significant departure from the institution's existing operation may require prior notification to Mississippi Institutions of Higher Learning (IHL) and/or Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and when required, approval prior to implementation of these changes.
2. IHL has created administrative guidelines for the following substantive changes:
 - a) New degree program
 - b) Renaming an existing degree program
 - c) Consolidation of existing degree program
 - d) Suspension or deletion of existing degree program
 - e) Offer an existing degree program by distance learning
 - f) Offer an off-campus degree program
 - g) Creation of new academic unit
 - h) Reorganization of an existing academic unit
 - i) Deletion of an existing academic unit
3. SACSCOC defines substantive change as "a significant modification or expansion of the nature and scope of an accredited institution" and, under federal regulation, states that it includes the following changes:
 - a) Any change in the established mission or objectives of the institution
 - b) Any change in legal status, form of control, or ownership of the institution
 - c) 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
 - d) 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.
 - e) A change from clock hours to credit hours
 - f) A substantial increase in the number of clock or credit hours awarded for successful completion of a program

- g) The establishment of an additional location geographically apart from the main campus at which the institution offers at least 50% of an educational program
- h) The establishment of a branch campus
- i) Closing a program, off-campus site, branch campus or institution
- j) Entering into a collaborative academic arrangement that includes only the initiation of a dual or joint academic program with another institution
- k) Acquiring another institution or a program or location of another institution
- l) Adding a permanent location at a site where the institution is conducting a teach-out program for a closed institution
- m) 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

4. Depending on the type of change, notification may need to occur six or more months prior to the implementation of a change and appropriate documentation must be prepared and submitted to IHL and/or SACSCOC.

5. Individuals proposing or responsible for evaluating changes should be familiar with the appropriate IHL and SACSCOC regulations.

Academic Guidelines of Mississippi IHL

(http://www.mississippi.edu/oasa/downloads/academic_and_administrative_guidelines.pdf)

SACSCOC Policy Statement on Substantive Change

(<http://www.sacscoc.org/pdf/081705/SubstantiveChange.pdf>).

6. To ensure that all proposals are evaluated for compliance with relevant SACSCOC policies, the SACSCOC Accreditation Liaison shall serve as a non-voting, ex-officio member of Academic Council, Graduate Council, and Undergraduate Curriculum Council.

7. If differences occur between MUW PS#1308 and the SACSCOC or IHL policy, the SACSCOC or IHL policy has precedence.