

OFFICE OF THE CHANCELLOR
University of New Orleans

Administrative Policy & Procedure
AP 24.01
Effective Date: March 31, 2009

SUBJECT: Substantive Change Request, Prior to Implementation

PURPOSE: To establish the policy and procedures for reporting and review of institutional substantive change, prior to implementation.

AUTHORITY

Article VII, Section 4, By-Laws and Regulations of the Board of Supervisors of the Louisiana State University System.

OBJECTIVE: To ensure compliance to the Commission on Colleges, Southern Association of College and Schools (SACS) policy and procedures relating to substantive changes.

DEFINITION

1. Substantive Change is defined by SACS as a significant modification or expansion of the nature and scope of an accredited institution. Examples may include:
 - Initiating certificate or degree programs at a more advanced degree level
 - Initiating an off-campus site at which students can earn at least 50 percent of credits toward a degree
 - Initiating a branch campus
 - Initiating any change in legal status, governance, form of control, or ownership of the institution
 - Expanding the institution's programs at the current degree level through the addition of significantly different programs
 - Initiating programs at a lower degree level
 - Initiating a consolidation or merger
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GENERAL POLICY: All requests for substantive changes must be processed through the University's SACS Liaison, within the timeframe designated by SACS. No substantive change requests should be submitted directly to SACS, except by the Chancellor.

PROCEDURE

1. Deans contemplating a new program or significant change in their college's programming should contact the University's SACS Liaison. If a Dean is unclear as to whether a change is substantive in nature, he/she should contact the University's SACS Liaison for clarification.
2. To initiate the process, a Dean should submit a "Letter of Intent" to the Provost and copy the University's SACS Liaison.

- A. The Letter of Intent should include a summary of the proposed change(s) along with the anticipated implementation date and location.
 - B. The Letter of Intent should be submitted at least twelve (12) months prior to the anticipated launch date.
3. The Provost will submit the Letter of Intent to the Chancellor for review. If approved, the Chancellor or Provost will instruct the Dean to compile the required SACS prospectus and/or application, as well as all required supporting paperwork to request a substantive change.
4. The SACS Liaison and the Dean should coordinate their efforts in preparing the prospectus and/or application to SACS. No one other than the Chancellor should submit any substantive change requests directly to SACS.
5. The Chancellor or his designee will inform the Dean of the outcome of the prospectus and/or application evaluation by SACS. No substantive changes to any college programming should occur prior to approval by SACS.

RESPONSIBILITIES

DEANS

Deans are responsible for promptly notifying both the Provost and University's SACS Liaison when seriously contemplating a substantive change to their college programming. Deans are responsible for seeking SACS approval of a substantive change, prior to implementation. In addition, Deans are responsible for following the reporting requirements and timelines of the SACS substantive change policy.

SACS LIAISON

The University's SACS Liaison is responsible for ensuring that substantive changes are recognized and reported in a timely fashion. In addition, the SACS Liaison is responsible for reviewing all documentation submitted by a Dean to ensure completeness and accuracy of data, prior to the University's official submission to SACS.

Timothy P. Ryan
Chancellor