



THE UNIVERSITY of  
NEW ORLEANS

**ADMINISTERED BY: Office of Vice  
President for Academic Affairs**

**Policy No:** AP-AA-10.2  
**TITLE:** Substantive Change Request,  
Prior to Implementation  
**EFFECTIVE DATE:** June 26, 2014  
**CANCELLATION:**  
**REVIEW DATE:** Fall 2017

#### **PURPOSE**

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

#### **AUTHORITY**

*Part Two, Chapter III, Section IV of the Bylaws and Rules of the University of Louisiana System.*

#### **OBJECTIVE**

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

#### **DEFINITION**

Substantive change is a significant modification or expansion in the nature and scope of an accredited institution. The types of substantive change and the procedures for addressing them appropriately may be found in Substantive Change for SACSCOC Accredited Institutions.

- Some changes, such as offering courses on-line that amount to less than 25% of the coursework needed to complete a degree, certificate or diploma, do not need to be reported to the Commission.
- Others, such as offering from 25% to 49% of the coursework required for a program on-line, simply require that the Commission be notified in advance of the implementation of the change. The letter of notification should include the name of the actual change, implementation date, street address if it involves a new site, and the credential being offered.
- Larger scale changes, such as adding significantly different programs to the academic curriculum or offering a majority of the coursework needed to complete a degree, certificate or diploma on-line, require written notification at least 6 months in advance and approval of a prospectus, which must be submitted at least 3 months prior to the anticipated implementation date.

- Institutions seeking to offer coursework at a more advanced level than that for which they are currently approved must notify the Commission of their intent at least 12 months in advance, and submit an application for level change by April 15 for review at the June meeting of the Board of trustees or by September 15 for review at the December meeting.

## **GENERAL POLICY**

All requests for substantive changes must be processed through the University's SACSCOC Liaison, within the timeframe designated by SACSCOC. No substantive change requests should be submitted directly to SACSCOC, except by the President.

## **PROCEDURE**

1. Deans contemplating a new program or significant change in their college's programming should contact the University's SACSCOC Liaison. If a Dean is unclear as to whether a change is substantive in nature, he/she should contact the University's SACSCOC Liaison for clarification.
2. To initiate the process, a Dean should submit a "Letter of Intent" to the Provost and copy the University's SACSCOC 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 President for review. If approved, the President or Provost will instruct the Dean to compile the required SACSCOC prospectus and/or application, as well as all required supporting paperwork to request a substantive change.
4. The SACSCOC Liaison and the Dean should coordinate their efforts in preparing the prospectus and/or application to SACSCOC. No one other than the President should submit any substantive change requests directly to SACSCOC.
5. The President or his designee will inform the Dean of the outcome of the prospectus and/or application evaluation by SACSCOC. No substantive changes to any college programming should occur prior to approval by SACSCOC.

## **RESPONSIBILITIES**

### **DEANS**

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

responsible for following the reporting requirements and timelines of the SACSCOC substantive change policy.

**SACSCOC LIAISON**

The University's SACSCOC Liaison is responsible for ensuring that substantive changes are recognized and reported in a timely fashion. In addition, the SACSCOC 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 SACSCOC.

A handwritten signature in black ink, appearing to read 'PJF', is centered on the page.

Peter J. Fos, Ph.D., M.P.H.  
President  
University of New Orleans