



THE UNIVERSITY of
NEW ORLEANS

**ADMINISTERED BY: Office of Provost and
Senior Vice President for Academic Affairs**

Policy No: AP-AA-10.4
TITLE: Substantive Change Request,
Prior to Implementation
EFFECTIVE DATE: June 26, 2014*
(*Policy Revised, see below)
CANCELLATION:
REVIEW DATE: Fall 2025

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 with 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 Policy Statement](#).

- Some changes, such as initiating a certificate program using exiting approved courses and location and initiating off-campus sites where students can earn 24% or less of credits towards a program, do not need to be reported to the Commission.
- Others, such as initiating off-campus sites where student can obtain 25-49% of credits towards a program, initiating programs or courses offered through contractual agreement or consortium and initiating programs with 25 – 49% new content is a significant departure from the institution’s existing programs and requires notification prior to implementation. The letter of notification should include the name of the actual change, implementation date, and street address if it involves a new site, and the credential being offered. For contractual agreements, the letter of notification must include a copy of the signed agreement.

- Larger scale changes require the submission of a prospectus and prior approval from the Commission. Examples of such changes include 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 and initiating off-campus sites where a student can obtain 50% or more credits towards a program. A new program with at least 50% new content is a significant departure from the institution's existing programs and requires SACSCOC approval prior to implementation. Deadlines for submitting the prospectus are six-months prior to the anticipated implementation date. The prospectus must be submitted by January 1 for 7/1 – 12/30 implementation or by July 1 for 1/1 – 6/30 implementation.
- Institutions seeking to offer coursework at a more advanced level than that for which they are currently approved must submit an application for level change and receive approval from the Commission. Applications for level change are considered twice a year by the SACSCOC Board of Trustees, with submission deadlines of March 15 for a June review, and September 1 for a December review. Submission deadlines for level change(s) reviewed by SACSCOC staff and the Executive Council of the Board of Trustees are January 1 for fall implementation and July 1 for spring/summer implementation.

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 "Academic Degree Program Proposal Form" to the Provost and copy the University's SACSCOC Liaison.
 - A. The Academic Degree Program Proposal Form should include a summary of the proposed change(s) along with the anticipated implementation date and location.
 - B. The Academic Degree Program Proposal Form should be submitted at least twelve (12) months prior to the anticipated launch date.
3. The Provost will submit the Academic Degree Program Proposal Form 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 the 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. The dean is responsible for all fees associated with the review of an application or prospectus.

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.



John W. Nicklow
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**Policy Updates:
Revisions: 09/12/2022
08/01/2019*