

Southern University Law Center Substantive Change Policy¹

Purpose of Substantive Change Policy

The purpose of this substantive change policy is to establish the requirements and procedures to ensure that Southern University Law Center notifies the Southern Association of Colleges and Schools Commission on Colleges of all substantive changes in a timely fashion, and when required, seek approval prior to the initiation of the substantive change.

Definitions

Under this policy, a 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 of study at a degree or credential level different from 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% of an educational program.
- The establishment of a branch campus
- Closing a program, off-campus site, branch campus or institution
- Entering into a collaborative academic arrangement that includes only the initiation of a dual or joint academic program with another institution
- Acquiring another institution or a program or location of another institution
- Adding a permanent location at a site where the institution is conducting a teach-out program for a closed institution
- 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.

¹ The SULC Substantive Change policy was originally approved by SULC Faculty on February 19, 2014. Effective date of Revision is May 10, 2017.

Policy and Procedure

It is the responsibility of Southern University Law Center to report all substantive changes and to follow all procedures and timelines as delineated in the SACSCOC policy statement on substantive change. There are three procedures for addressing the different types of substantive changes:

- A. Procedure One – Review of substantive changes requiring notification and approval prior to implementation
- B. Procedure Two – Review of substantive changes requiring only notification prior to implementation
- C. Procedure Three – For closing a program, instructional site, branch campus, or institution. This procedure provides for Teach-Out Plans and Teach-Out Agreements.

This policy applies to all faculty or staff members who have the authority to initiate, review, approve, or allocate resources to changes that may be considered a substantive change. Academic and support units, committees, or administrators proposing and/or approving changes that are substantive in nature must inform the Chancellor and the SACSCOC Liaison in writing.

Once the Chancellor and the SACSCOC Liaison have reviewed the proposed change and determined that it qualifies as a substantive change as defined by the Commission's policy, the Chancellor or his or her designee will notify SACSCOC with a written letter and will submit any other relevant materials as required in the above-noted procedures. The SACSCOC Liaison will maintain a file of all substantive change activity. Academic and support units proposing substantive changes must not implement those changes until written confirmation from the SACSCOC liaison that the required SACSCOC notification and/or approval for a substantive change has been completed.

Failure to comply with SACSCOC substantive change policy and procedures may result in the loss of the university's Title IV funding, or the Law Center may be required to reimburse the U.S. Department of Education for any money it received for programs related to the unreported substantive change. Additionally, the Law Center may be referred to the SACSCOC Board of Trustees for the imposition of a sanction or for removal from membership.

This policy statement shall be reviewed annually and updated by the Law Center as changes occur to the SACSCOC policy on substantive change.

SACSCOC Substantive Change Procedures

Types of Change	Procedure or Policy	Prior Notification Required	Prior Approval Required	Documentation and Time Frame Contacting SACSCOC
Initiating coursework or programs at a different level than currently approved	Procedure 1	No	Yes	Application for Level Change Due Dates: March 15 (for June review) September 1 (for December review)
Initiating off-campus sites where student can obtain 50% or more credits toward a program (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)	Procedure 1	No	Yes	Cover Sheet, Prospectus Due Dates: January 1 for 7/1-12/31 implementation July 1 for 1/1/-6/30 implementation
Expanding at current degree level (significant departure from current programs)	Procedure 1	No	Yes	Cover Sheet, Prospectus Due Dates: January 1 for 7/1-12/31 implementation July 1 for 1/1/-6/30 implementation
Expanding program offerings at previously approved off-campus sites by adding programs that ARE significantly different from current programs at the site AND at the institution	Procedure 1	No	Yes	Cover Sheet, Prospectus Due Dates: January 1 for 7/1-12/31 implementation July 1 for 1/1/-6/30 implementation
Initiating degree completion programs	Procedure 1	No	Yes	Cover Sheet, Prospectus Due Dates: January 1 for 7/1-12/31 implementation July 1 for 1/1/-6/30 implementation

Types of Change	Procedure or Policy	Prior Notification Required	Prior Approval Required	Documentation and Time Frame for Contacting SACSCOC
Initiating a branch campus	Procedure 1	No	Yes	Cover Sheet, Prospectus Due Dates: January 1 for 7/1-12/31 implementation July 1 for 1/1/-6/30 implementation
Initiating distance learning by offering 50% or more of the first program for the first time	Procedure 1	No	Yes	Cover Sheet, Prospectus Due Dates: January 1 for 7/1-12/31 implementation July 1 for 1/1/-6/30 implementation
Relocating a main or branch campus	Procedure 1	No	Yes	Cover Sheet, Prospectus Due Dates: January 1 for 7/1-12/31 implementation July 1 for 1/1/-6/30 implementation
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 SACSCOC accredited institution	Procedure 1	No	Yes	Cover Sheet, Prospectus Due Dates: January 1 for 7/1-12/31 implementation July 1 for 1/1/-6/30 implementation
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	i	No	Yes	Cover Sheet, Prospectus Due Dates: January 1 for 7/1-12/31 implementation July 1 for 1/1/-6/30 implementation Copy of signed agreement, contact information for each institution, and additional details on non-SACSCOC Institution(s) involved. See Policy

Types of Change	Procedure or Policy	Prior Notification Required	Prior Approval Required	Documentation and Time Frame For Contacting SACSCOC
Initiating dual or joint degree with at least one institution not accredited by SACSCOC	ii	At least 6 months prior to implementation	Yes	Acceptance of notification, copy of signed agreement, contact information for each institution and additional details from on non-SACSCOC Institution(s) See Policy
Initiating a direct assessment competency-based program	iii	Yes Screening Form	Yes	Submit "Screening Form" with letter of notification. If Prospectus is required, Due dates: March 15 (for June review) September 1 (for June review)
Initiating a merger/consolidation with another institution	iv	Yes December 15 for June review June 1 for December review	Yes	Cover Sheet Institutional Summary Form Prospectus (See Appendix in SACSCOC policy: "Mergers, Consolidations, Change of Ownership, Acquisitions, and Change of Governance, Control, Form, or Legal Status") Due dates: March 15 (for June review); September 1 (for December review)
Changing governance, ownership, control, or legal status of an institution	v	Yes December 15 for June review June 1 for December review	Yes	Cover Sheet Institutional Summary Form Prospectus (See Appendix in SACSCOC policy: "Mergers, Consolidations, Change of Ownership, Acquisitions, and Change of Governance, Control, Form, or Legal Status") Due dates: March 15 (for June review); September 1 (for December review)
Acquiring any program or site from another institution	vi	Yes December 15 for June review June 1 for December review		Cover Sheet Institutional Summary Form Prospectus (See Appendix in SACSCOC policy: "Mergers, Consolidations, Change of Ownership, Acquisitions, and Change of Governance, Control, Form, or Legal Status") Due dates: March 15 (for June review); September 1 (for December review)

Types of Change	Procedure or Policy	Prior Notification Required	Prior Approval Required	Documentation and Time Frame for Contacting SACSCOC
Adding a permanent location at a site where the institution is conducting a teach-out for students from another institution that is closing	vii	Yes December 15 for June review June 1 for December review		Cover Sheet Institutional Summary Form Prospectus (See Appendix in SACSCOC policy: “Mergers, Consolidations, Change of Ownership, Acquisitions, and Change of Governance, Control, Form, or Legal Status”) Due dates: March 15 (for June review); September 1 (for December review)
Initiating a certificate program at a new off-campus site at employer’s request and on short notice (previously approved program)	Procedure 1	No	Yes	Coversheet Modified prospectus; Contact Commission Staff
Initiating a certificate program that is a significant departure from previously approved programs at employer’s request and on short notice	Procedure 1	No	Yes	Coversheet Modified prospectus; Contact Commission Staff
Adding a site under a U. S. military contract for a previously approved program	Procedure 1	No	Yes	Coversheet Modified prospectus; Contact Commission Staff
Altering significantly the length of a program	Procedure 1	No	Yes	Coversheet Modified prospectus; Contact Commission Staff
Altering significantly the educational mission of the institution	Procedure 1	No	Yes	Coversheet Modified prospectus; Contact Commission Staff
Changing from clock hours to credit hours	Procedure 1	No	Yes	Justify reasons for change, indicate calculation of equivalency, and other pertinent information
Moving an off-campus instructional site (serving the same geographic area)	Procedure 2	Yes	No	Letter of notification with old address new address, and implementation date

Types of Change	Procedure or policy	Prior Notification Required	Prior Approval Required	Documentation and Time Frame for Contacting SACSCOC
Initiating dual or joint degrees with other SACSCOC accredited institution(s)	viii	At least 6 months prior to implementation	No	Acceptance of notification, copy of signed agreement and contact information for each institution. See Policy
Initiating programs or courses offered through contractual agreement or consortium	Procedure 2	Yes	No	Letter of notification and copy of signed agreement
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 accredited institution	Procedure 2	Yes	No	Letter of notification and copy of signed agreement
Initiating off-campus sites where student can obtain 25-49% of credits toward a program (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)	Procedure 2	Yes	No	Letter of notification including street address and implementation date
Initiating distance learning by offering 25-49 of the first program for the first time	Procedure 2	Yes	No	Letter of notification including street address and implementation date
Closing a program, approved off-campus, or institution where the institution plans to teach out its own students	Procedure 3	Yes	Yes	Description of teach-out plan included with letter of notification
Closing a program, approved off-campus site, branch campus, or institution where the institution plans contracts with another institution(s) to teach-out students (Teach-out Agreement)	Procedure 3	Yes	Yes	Description of teach-out plan, copy of signed teach-out agreement(s) detailing terms included with notification

Types of Change	Procedure of Policy	Prior Notification Required	Prior Approval Required	Documentation and Time Frame for Contacting SACSCOC
Initiating a certificate program at employer's request and on short notice using existing approved courses and location	NA	No	No	NA
Initiating certificate program (not at employer's request and not on short notice) using existing approved courses and location	NA	No	No	NA
Initiating off-campus sites (including Early College High School and dual enrollment programs offered at the high school) where student can obtain 24% or less of credits toward a program	NA	No	No	NA
Expanding program offering at previously approved off-campus sites by adding approved programs that ARE NOT significantly different from current programs at the site	NA	No	No	NA
Expanding program offerings at previously approved off-campus sites by adding approved programs that ARE significantly different from current programs at the site but NOT at the institution	NA	No	No	NA
Initiating distance learning by offering 24% or less of any program for the first time	NA	No	No	NA

Procedure for Mergers, Consolidations, Change of Ownership, Acquisitions, and Change of Governance, Control, Form or Legal Status

Type of Change	Prior Notification Required	Prior Approval Required	Documentation and Time Frame for Contacting SACSCOC	Site Visit Required
Initiating a merger/consolidation with another institution	Yes At least 6 months before review date	Yes	Cover Sheet Institutional Summary form Prospectus Due Dates: March 15 for June Review September 1 for December Review	Yes
Changing governance, ownership, control, or legal status of an institution	Yes At least 6 months before review date	Yes	Cover Sheet Institutional Summary form Prospectus Due Dates: March 15 for June Review September 1 for December Review	Yes
Acquiring any program or site from another institution	Yes At least 6 months before review date	Yes	Cover Sheet Institutional Summary form Prospectus Due Dates: March 15 for June Review September 1 for December Review	Yes
Adding a permanent location at a site where the institution is conducting a teach-out for students from another institution that is closing	Yes At least 6 months before review date	Yes	Cover Sheet Institutional Summary form Prospectus Due Dates: March 15 for June Review September 1 for December Review	Yes

ⁱ See SACSCOC Policy Agreements Involving Joint and Dual Academic Awards

ⁱⁱ See SACSCOC Policy Agreements Involving Joint and Dual Academic Awards

ⁱⁱⁱ See SACSCOC policy Direct Assessment Competency-Based Educational Programs

^{iv} See SACSCOC Policy, Mergers, Consolidations, Change of Ownership, Acquisitions, and Change of Governance, Control, Form or Legal Status

^v See SACSCOC Policy, Mergers, Consolidations, Change of Ownership, Acquisitions, and Change of Governance, Control, Form or Legal Status

^{vi} See SACSCOC Policy, Mergers, Consolidations, Change of Ownership, Acquisitions, and Change of Governance, Control, Form or Legal Status

^{vii} See SACSCOC Policy, Mergers, Consolidations, Change of Ownership, Acquisitions, and Change of Governance, Control, Form or Legal Status

^{viii} See SACSCOC Policy “Agreements Involving Joint and Dual Academic Awards