

## **East Georgia State College Substantive Change Notification Policy**

### **EGSC Policy Statement on Substantive Change Notification**

All substantive changes will be reported to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) on a timely basis consistent with the Commission's policy on substantive changes.

### **Definition of Substantive Change**

Substantive change is a significant modification or expansion of the nature and scope of an accredited institution, as defined in SACSCOC substantive change policy. The Commission on College's substantive change policy may be accessed at <http://www.sacscoc.org/SubstantiveChange.asp>.

### **Substantive Change Notification Responsibilities**

East Georgia State College's SACSCOC liaison is responsible for coordinating the College's substantive change notification actions. The College's liaison will present an overview of the Commission on College's substantive change policy to the President's Cabinet at the beginning of each academic year and inform the Cabinet of important updates as necessary. The SACSCOC liaison will maintain a link on the College's Website to this substantive change notification policy and an appended worksheet that will aid in the identification of substantive changes and preparation of required documentation.

In addition, the SACSCOC liaison will consult with the President of the College and the President's Cabinet concerning strategic initiatives that may be classified as substantive changes according to SACSCOC policy. It is the responsibility of the members of the President's Cabinet to inform the College's liaison of any initiatives that could potentially be classified as substantive changes and to present the initiatives to the Cabinet at least eight months prior to implementation. Some initiatives may require earlier notice.

### **Procedures for Reporting Substantive Changes**

1. In consultation with the College's SACSCOC liaison and the President's Cabinet, initiatives presented to the Cabinet will be reviewed based on SACSCOC substantive change policy criteria at least eight months prior to implementation.
2. The College's SACSCOC liaison will prepare a timeline for each approved initiative that has been identified as a substantive change, including when the College will submit the initiative to its governing board, the University System of Georgia Board of Regents (USG BoR); when SACSCOC must be notified; and when any supporting documentation needs to be submitted to both agencies.
3. The President of the College will notify the Commission on Colleges of a substantive change in the form of a letter to the President of the Commission on Colleges summarizing the proposed change, providing the intended implementation date, and listing the complete physical address if the change involves the initiation of an off-campus site or branch campus.
4. The College's SACSCOC liaison will work with the President's Cabinet in preparing any documentation required by the USG BoR and SACSCOC on a timely basis.

**East Georgia State College**  
**Substantive Change Worksheet**  
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Under federal regulations, substantive change includes the actions cited in Table 1 below. However, this list is not exhaustive.

**Directions Table 1:** Check (X) the appropriate change, then complete Table 2 if necessary.

**Table 1: Substantive Change Checklist**

Check (X)	Substantive Changes /SACSCOC Procedure: (1)Prior notification and approval; (2) Prior notification; (3) Closing site, campus, or institution
	1. Any change in the established mission or objectives of the institution (1 – Prospectus required)
	2. Any change in legal status, form of control, or ownership of the institution (1 – Prospectus required)
	3. 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 (1 – Prospectus required)
	4. 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 (1 – Application for Level Change required)
	5. A substantial increase in the number of clock or credit hours awarded for successful completion of a program (1 – Prospectus required)
	6. The establishment of an additional location geographically apart from the main campus at which the institution offers at least 50 percent of an educational program (1 – Prospectus required)
	7. The establishment of a branch campus (1 – Prospectus required)
	8. Closing a program, off-campus site, branch campus or institution (3)
	9. Entering into a collaborative academic arrangement such as a dual degree program or a joint degree program with another institution (2)
	10. Acquiring another institution or a program or location of another institution (1 – Prospectus required)
	11. Adding a permanent location at a site where the institution is conducting a teach-out program for a closed institution (1-Prospectus required)
	12. 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-Prospectus required)
	13. Other initiative that may qualify as a substantive change

**Directions Table 2:** As indicated in table 1, most substantive changes require the completion of a SACSCOC prospectus. If the substantive change identified in Table 1 requires a prospectus, complete Table 2 below. The completed Table 2 will provide an initial outline for the prospectus.

**Table 2: Substantive Change Prospectus Outline**

1. Abstract	
2. Background: nature and purpose	
3. Needs assessment and program planning	
4. Program description and expected outcomes	
5. Faculty qualifications	
6. Library and learning resources	
7. Physical resources	
8. Financial support	
9. Evaluation and assessment	
10. List of appendices	