

# FAYETTEVILLE STATE UNIVERSITY

## SUBSTANTIVE CHANGE (SACSCOC)

<b>Authority:</b>	Issued by the Chancellor. Changes or exceptions to administrative policies issued by the Chancellor may only be made by the Chancellor.
<b>Category:</b>	Academic Affairs
<b>Applies to:</b>	●Administrators      ●Faculty      ●Staff
<b>History:</b>	First Issued – September 8, 2021
<b>Related Policies:</b>	●Academic Catalog/Regulations
<b>Regulations/Statutes:</b>	●Regulation for Academic Program Planning and Evaluation [UNC Policy #400.1.1[R]] ● <a href="#">Substantive Change Policies and Procedures</a> [SACSCOC]
<b>Contact for Info:</b>	Provost and Vice Chancellor for Academic Affairs (910) 672-2309 SACSCOC Liaison (910) 672-2323

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### I. PURPOSE

Fayetteville State University (University) is required to comply with standards established by the Southern Association of Colleges and Schools – Commission on Colleges (SACSCOC). SACSCOC, as the University’s accrediting body, requires the University to have a policy and procedures in place to ensure that all substantive changes (Substantive Change) are reported to SACSCOC in a timely manner. To comply with this requirement, the University has established this Substantive Change policy (Policy) which establishes the requirements, procedures, and processes necessary to ensure timely coordination and notification of Substantive Changes to SACSCOC. The University’s SACSCOC Liaison will be responsible for notifying SACSCOC of any Substantive Changes in accordance with the Policy.

### II. DEFINITION

SACSCOC defines a Substantive Change as a significant modification or expansion of the nature and scope of an accredited institution. Substantive Changes include high-impact, high-risk changes and changes that can impact the quality of educational programs and services.

### III. REPORTABLE SUBSTANTIVE CHANGES

The following are considered Substantive Changes that must be reported to the SACSCOC Accreditation Liaison:

- Substantially changing the established mission or objectives of an institution or its programs.

- Changing the legal status, form of control, or ownership of an institution.
- Changing the governance of an institution.
- Merging / consolidating two or more institutions or entities.
- Acquiring another institution or any program or location of another institution.
- Relocating an institution or an off-campus instructional site of an institution (including a branch campus).
- Offering courses or programs at a higher or lower degree level than currently authorized.
- Adding graduate programs at an institution previously offering only undergraduate programs (including degrees, diplomas, certificates, and other for-credit credential).
- Changing the way an institution measures student progress, whether in clock hours or credit-hours; semesters, trimesters, or quarters; or time-based or non-time-based methods or measures.
- Adding a program that is a significant departure from the existing programs, or method of delivery, from those offered when the institution was last evaluated.
- Initiating programs by distance education or correspondence courses.
- Adding an additional method of delivery to a currently offered program.
- Entering into a cooperative academic arrangement.
- Entering into a written arrangement under 34 C.F.R. § 668.5 under which an institution or organization not certified to participate in the title IV Higher Education Act (HEA) programs offers less than 25% (notification) or 25-50% (approval) of one or more of the accredited institution's educational programs. An agreement offering more than 50% of one or more of an institution's programs is prohibited by federal regulation.
- Substantially increase or decreasing the number of clock hours or credit hours awarded or competencies demonstrated, or an increase in the level of credential awarded, for successful completion of one or more programs.
- Adding competency-based education programs.
- Adding each competency-based education program by direct assessment.
- Adding programs with completion pathways that recognize and accommodate a student's prior or existing knowledge or competency.
- Awarding dual or joint academic awards.
- Re-opening a previously closed program or off-campus instructional site.
- Adding a new off-campus instructional site/additional location including a branch campus.
- Adding a permanent location at a site at which an institution is conducting a teach-out program for students of another institution that has ceased operating before all students have completed their program of study.
- Closing an institution, a program, a method of delivery, an off-campus instructional site, or a program at an off-campus instructional site.

#### **IV. RESPONSIBILITIES RELATED TO SUBSTANTIVE CHANGES**

The following outlines the duties and responsibilities of University officials related to substantive changes.

##### **A. Academic Unit Program Coordinators**

The Academic Unit Program Coordinator shall be responsible for the following:

1. Submitting a substantive or non-substantive proposal(s) to the departmental curriculum committee.

2. Ensuring and verifying the appropriate Classification of Instructional Program (CIP) Codes.

**B. Department Curriculum Committee Chairs**

The Departmental Curriculum Committee Chair shall be responsible for the following:

1. Supervising the proposal review process.
2. Ensuring and verifying the appropriate CIP Codes
3. Submitting a proposal and vote tally to the Academic Unit Program Coordinator.

**C. Academic Department Chairs**

Academic Department Chairs shall be responsible for the following:

1. Reviewing proposals and determining whether to approve.
2. Ensuring employees under their supervision are knowledgeable of current Substantive Change policies and procedures.
3. Ensuring employees under their supervision receive appropriate training in identifying and reporting Substantive Changes.
4. Consulting with the University's SACSCOC Liaison when a proposal under consideration may be defined as a Substantive Change.

**D. Deans**

Deans shall be responsible for the following:

1. Reviewing their respective College's proposal to determine whether to approve.
2. Ensuring employees under their supervision are knowledgeable of current Substantive Change policies and procedures.
3. Ensuring employees under their supervision receive appropriate training in identifying and reporting Substantive Changes.
4. Consulting with the SACSCOC Liaison when a proposal under consideration may be defined as a Substantive Change.

**E. SACSCOC Liaison**

The SACSCOC Liaison shall be responsible for the following:

1. Serving as the University's point of contact with SACSCOC for Substantive Changes.
2. Ensuring that University employees are aware of and abide by this Policy.
3. Ensuring that University planning related to modifications or expansions of programs and services is consistent with this Policy.
4. Assisting employees with proposals that may result in Substantive Changes.
5. Conducting reviews to determine whether Substantive Changes should be approved.
6. Maintaining a database of Substantive Changes that will be or have been reported to SACSCOC.

**F. Provost**

The Provost shall be responsible for reviewing and approving all Substantive and Non-Substantive changes.

**G. Faculty Senate and Faculty Committees**

The Faculty Senate and Faculty Committees shall be responsible for the following:

1. Supervising the proposal review process through various committees in the Faculty Senate and various faculty committees.
2. Ensuring votes and signatures are recorded.
3. Provide pertinent feedback throughout the review process.

**V. TIMELINES**

To ensure timely coordination and notification of Substantive Changes, employees are expected to adhere to the timelines implemented by the University, the UNC System and SACSCOC.