

SUBSTANTIVE CHANGE CHECKLIST

Introduction

Substantive change as defined by the Commission on Colleges (COC) of the Southern Association of Colleges and Schools (SACS) pertains to any “significant modification or expansion of the nature and scope of an accredited institution.”

In the academic side, these changes may include expansion of academic programs to include new degrees, advanced academic level, changes in instruction delivery methods, and/or program offerings outside the main campus.

From the administrative side, such changes may include institutional legal status, consortium agreements, or changes in governance and control, among others.

Colleges and Universities are required to notify the Commission of proposed substantive change in a timely fashion, and in many instances must receive approval for such change prior to implementation of the new initiative.

Instructions

To ensure that Athens State University is in compliance with the Commission’s Substantive Change Policy, all proposers of new programs, degrees, and any other major initiative should:

1. Review the Substantive Change Policy located in the SACS website (<http://www.sacscoc.org/SubstantiveChange.asp>)
2. Complete the checklist below and submit it electronically to the Office of Institutional Planning, Research and Assessment (OIPRA) by clicking the “Submit” button in the upper right hand corner.

Please feel free to contact OIPRA for additional information and assistance.

SUBSTANTIVE CHANGE CHECKLIST

Name of Proposal Request: _____

Proposed Change: _____

College/Organization: _____

Point-of-Contact: _____

Date: _____

SECTION 1: CHECKLIST (To be completed by Designated Official)

This initiative . . .	Yes	No	Notification	Prospectus
Initiates coursework or programs at a more advanced level than currently approved.	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Expands at current degree level (significant departure from current programs – no closely related counterpart exists among previously approved programs in the curriculum)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are a number of new faculty required?	<input type="checkbox"/>	<input type="checkbox"/>		
Are > 25% of the courses new?	<input type="checkbox"/>	<input type="checkbox"/>		
Are \geq 50% of the courses new?	<input type="checkbox"/>	<input type="checkbox"/>		
Are new library or other learning resources required?	<input type="checkbox"/>	<input type="checkbox"/>		
Initiates a branch campus.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiates off-campus sites where Student can obtain 50% or more credits toward program.	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Student can obtain 25-49% of credit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Adds significantly different program at an approved site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SUBSTANTIVE CHANGE CHECKLIST

	Yes	No	Notification	Prospectus
Initiates distance learning				
Offering 50% or more of program.	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Offering 25-49% of program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Initiates programs/courses offered through				
contractual agreement or consortium.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Changes the number of credit hours awarded for				
Successful completion of a program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiates a merger/consolidation.	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Changes governance, ownership, control				
or legal status.	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Alters significantly the length of a program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Closes an institution/program; initiates teach-out				
agreements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please provide a brief description of the substantive change and resources needed, if any. (Max 250 words)

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Section 2: Approvals, Notifications, and Documentation (Completed by PV/VPAA or OIPRA)

Internal Approvals Needed	<input type="checkbox"/> PV/VPAA	<input type="checkbox"/> CD	<input type="checkbox"/> CC	<input type="checkbox"/> FS	<input type="checkbox"/> SPC	Other _____
<hr/>						
Internal Notifications Needed	<input type="checkbox"/> VPESSS	<input type="checkbox"/> VPFA	<input type="checkbox"/> VPUA	<input type="checkbox"/> SPC	<input type="checkbox"/> LB	<input type="checkbox"/> REG
	<input type="checkbox"/> IT	<input type="checkbox"/> SFA	<input type="checkbox"/> PHF	Other _____		
<hr/>						
Prospectus required for:	<input type="checkbox"/> SBE	<input type="checkbox"/> ACCS	<input type="checkbox"/> ACHE	<input type="checkbox"/> SDE	<input type="checkbox"/> ACBSP	<input type="checkbox"/> NCATE
<hr/>						
Notification required for:	<input type="checkbox"/> SBE	<input type="checkbox"/> ACCS	<input type="checkbox"/> ACHE	<input type="checkbox"/> SDE	<input type="checkbox"/> ACBSP	<input type="checkbox"/> NCATE
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Legend: **PV/VPAA**= Provost/VP Academic Affairs; **CD**=College Dean(s); **CC**=Curriculum Committee; **FS**=Faculty Senate; **SPC**=Strategic Planning Council; **VPESSS**=VP Enrollment & Student Support Services; **VPFA**=VP Financial Affairs; **VPUA**=VP University Advancement; **LB**=Library; **REG**=Registrar; **IT**=Information Technology; **SFA**=Student Financial Aid; **PHF**=Physical Facilities; **SBE**=State Board of Education; **ACCS**=Alabama Community College System; **ACHE**=Alabama Commission Higher Education; **SDE**=State Department of Education; **ACBSP**=Association of Collegiate Business Schools and Programs; **NCATE**=National Council for Accreditation of Teacher Education.

Section 3: Approvals and Notifications (to be completed by OIPRA)

	Organization/ Office	Date Submitted for Approval	Signature – Approving Official	Date Prospectus/ Notification Sent	Approval Date
Internal	PV/VPAA				
	CD				
	CC				
	FS				
	SPC				
President's Letter of Intent			Date Sent:		
	Organization/ Office	Date Prospectus Submitted	Date Notification Submitted	Date of Approval	
External	SBE				
	ACCS				
	ACHE				
	SDE				
	ACBSP				
	NCATE				
	Other				
	SACS				