
LAMAR UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Academic Affairs

AREA: Accreditation, Licensure & Regulation

MAPP 02.06.02

<p>Reporting Substantive Change to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)</p>

I. POLICY

- A. Member institutions are required to notify the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) of changes in accordance with the substantive change policy and, when required, seek approval prior to the initiation of changes. Substantive change is a significant modification or expansion in the nature and scope of an accredited institution as described in Sections III A-C. The types of substantive change and the procedures for addressing them appropriately may be found in the Commission’s policy on substantive change and related materials on the SACSCOC website.

II. PURPOSE AND SCOPE

- A. In order to ensure that all Academic Programs offered through Lamar University follow the regional accreditation requirements, Lamar University and its respective colleges are required to adhere to the policies and procedures as set forth in this document.

III. DEFINITION AND TYPES OF SUBSTANTIVE CHANGE

- A. **Substantive Change.** A significant modification or expansion in the nature and scope of an accredited institution. Substantive change includes high-impact, high-risk changes and changes that can impact the quality of educational programs and services. Examples of potential substantive change include initiating courses or programs that represent a significant departure from those currently approved, establishing an additional location geographically apart from the main campus at which the institution offers at least 50 percent of a program, initiating joint degrees with another institution, closing a program, and changing the established mission of the institution.

- B. **Types of Substantive Change.** There are three different types of substantive change, each with its own notification or approval procedure:

1. **Procedure One:** substantive change requiring notification and approval prior to implementation;
2. **Procedure Two:** substantive change requiring only notification prior to implementation;

3. **Procedure Three:** review and approval of teach-out plans when closing a program, site, branch campus, or institution.
- C. The [Substantive Change for SACSCOC Accredited Institutions policy](#) provides examples of different types of substantive change and the procedures used in meeting notification and approval requirements.

IV. ROLES AND RESPONSIBILITIES

- A. This section lists the individuals (by title, not name) and their roles in implementing the policy and their responsibilities. This section does not list the procedures these individuals follow.
1. **President** – The chief executive officer of Lamar University notifies the President of SACSCOC of substantive changes at the institution.
 2. **Provost and Vice President for Academic Affairs** – Substantive changes are typically the result of activities in the Division of Academic Affairs, for which the Provost and Vice President for Academic Affairs has oversight. All curriculum proposals and organizational changes, including substantive changes, must be submitted to the Office of the Provost and Vice President for Academic Affairs for approval and reporting.
 3. **Institutional Accreditation Liaison (IAL)** – The Assistant Provost for Accreditation & Assessment serves as Lamar University’s SACSCOC accreditation liaison, whose charge is to ensure compliance with accreditation requirements when implementing substantive changes. The IAL is familiar with SACSCOC’s policies and procedures and consults with the institution’s SACSCOC staff about any questions or concerns. In addition to the University President, the IAL is authorized to communicate with SACSCOC staff.
 4. **Faculty and Academic Administrators** – In order to ensure compliance, all faculty and academic administrators involved in making a curricular or organizational change should review this policy as well as other policies pursuant to the specific type of substantive change (e.g., requesting new academic program, adding new courses, or adding online courses to an existing program).

V. PROCEDURES

- A. To determine if a curricular or organizational change is substantive in nature, faculty and administrators should refer to the [Substantive Change for SACSCOC Accredited Institutions policy](#).
- B. Faculty and administrators should consult with the IAL to verify if a curricular or organizational change is substantive in nature. The IAL will use the *SACSCOC Substantive Change Screening Form* to document the decision and notify the department chair and dean of the college. If determined to be a substantive change, the IAL will provide guidance on the development of appropriate documentation, proper vetting, and timing of submission and implementation.

- C. All substantive changes must adhere to the appropriate SACSCOC procedure, and all required documentation must attend to the policies and procedures outlined in the Substantive Change for SACSCOC Accredited Institutions policy.
- D. Faculty and administrators involved in making curricular and organizational changes are responsible for drafting the appropriate documentation (i.e., letter of notification, prospectus, modified prospectus, teach-out plans).
- E. All substantive change requests and documentation must be reviewed and approved by the IAL, the Provost and Vice President for Academic Affairs, and the President prior to submitting to SACSCOC.
- F. If the substantive change requires SACSCOC approval, the curricular or organizational change may not be implemented prior to approval. Advertising prior to approval requires a clear and prominent disclaimer that the change is pending SACSCOC approval.
- G. When SACSCOC approval is received, the IAL/Assistant Provost for Accreditation & Assessment will notify the appropriate faculty and administrators, and offices managing the process.

VI. REVIEW AND RESPONSIBILITY

Review Schedule: Every three years on or before the date the policy was last revised and/or approved.

Responsible Party: Academic Policy Advisory Council

VII. APPROVAL

Dr. Daniel A. Brown	05/24/2024
Provost and Vice President for Academic Affairs	Date
Dr. Jaime R. Taylor	05/29/2024
Lamar University President	Date

POLICY LOG

Version	Date	Description of Changes
1	01/26/2024	Policy draft completed.
	02/19/24 - 04/04/24	Reviews by constituency groups completed.
	04/22/24 - 05/22/24	Review by campus community completed.
	05/29/2024	Policy approved by President.