

MISSISSIPPI STATE UNIVERSITY™

Policy and Procedure

ACADEMIC OPERATING POLICY AND PROCEDURE

MEMORANDUM TO: All Holders of Mississippi State University Academic Operating Policy and Procedure Manual

DATE: August 2013

SUBJECT: AOP 10.15 – Substantive Changes

PURPOSE

The purpose of this Academic Operating Policy (AOP) is to provide instructions on the procedures and processes for reporting substantive changes to the Southern Association of Colleges and Schools (SACSCOC).

REVIEW

This AOP will be reviewed every four years or whenever circumstances require an earlier review by the [Associate Provost for Academic Affairs \(APAA\)](#) with recommendations for revision to the [Provost and Executive Vice President](#).

POLICY/PROCEDURE:

SACSCOC defines a substantive change as “a significant modification or expansion of the nature and scope of an accredited institution.” Substantive changes include but are not limited to:

- Change in the mission or objectives of Mississippi State University
- Addition of courses or programs, since the last SACSCOC reaffirmation for Mississippi State University, representing a significant departure in content or method of delivery of courses which deviate from the stated mission of Mississippi State University
- Establishment of additional off-campus sites which at least 50 percent of an educational program will be delivered
- Initiation of a joint degree with another four-year institution by which both institutions agree to offer major core courses for the degree
- Expanding program offerings at established off-campus sites
- Initiating programs and/or courses offered through contractual agreements or consortia

SACSCOC must be notified of any substantive change prior to implementation of the change at Mississippi State University. Depending on the nature of the change, notification can occur as much as 6 months prior to a change and appropriate documentation must be prepared and submitted to SACSCOC.

It is the responsibility of the Provost and Executive Vice President, Deans, Department Heads, and Directors to be familiar with the SACSCOC substantive change policy (<http://www.sacscoc.org/pdf/081705/SubstantiveChange.pdf>) and the Mississippi State University substantive change policy. Approval of substantive changes will occur at various levels as detailed in Appendix I.

RESPONSIBILITIES

<u>Position</u>	<u>Section</u>	<u>Year</u>
Associate Provost for Academic Affairs	Review	2017

APPROVED:

<u>/s/ Peter L. Ryan</u> Associate Provost for Academic Affairs	<u>08/05/2013</u> Date
<u>/s/ Jerome A. Gilbert</u> Provost and Executive Vice President	<u>08/05/2013</u> Date
<u>/s/ Gerald Emison</u> President, Robert Holland Faculty Senate	<u>08/10/2013</u> Date

REVIEWED BY:

<u>/s/ Lesia Ervin</u> Office of Internal Audit	<u>08/12/2013</u> Date
<u>/s/ Joan Lucas</u> General Counsel	<u>08/12/2013</u> Date

APPROVED BY:

<u>/s/ Mark Keenum</u> President	<u>08/13/2013</u> Date
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Appendix I.

Type of Substantive Change	Actions Required by Levels								
	Department Faculty	Department Head or Director	Dean	UCCC	Dean's Council	Provost & Executive Vice President	IHL Board of Trustees	SACSCOC Liaison	President
Academic									
Expanding at current degree level (<i>significant departure from current programs</i>)	I	AR	AR	AR	AR	AR	A	E	L
Initiating a certificate program at employer's request and on short notice	I	AR	AR	AR	AR	AR	A	E	L
Initiating other certificate programs	I	AR	AR	AR	AR	AR	A	E	L
Initiating joint or dual degrees with another institution	I	AR	AR	AR	AR	AR	A	E	L
Initiating off-campus sites (including Early College High School and dual enrollment programs offered at the high school)		I	AR			A		E	L
Expanding program offerings at previously approved off-campus sites	I	AR	AR			A			
Altering significantly the length of a program	I	AR	AR	AR	AR	AR	A	E	L
Initiating programs or courses offered through contractual agreement or consortium	I	AR	AR	AR	AR	AR	A	E	L
Entering into a contract with an entity not certified to participate in USDOE Title IV programs		I	AR			A		E	L
Moving an off-campus instructional site (serving the same geographic area)		I	AR			A		E	L
Closing a program	I	AR	AR	AR	AR	AR	A	E	L
Closing an approved off-campus site, branch campus, or institution			I			AR	A	E	L
Acquiring any program or site from another institution			I			AR	A	E	L
Administrative									
Initiating a branch campus			I			A		E	L
Altering significantly the educational mission of the institution						I	A	E	L
Changing governance, ownership, control, or legal status of an institution							I & A	E	L
Relocating a main or branch campus						I	A	E	L
Initiating a merger/consolidation with another institution							I & A	E	L
Creating a new department, school or college			I			AR	A	E	L
Merge two or more departments, schools or colleges			I			AR	A	E	L
Closing a department school or college			I			AR	A	E	L

I = Initiate

AR = Approve and recommend approval at next level

A = Approve

E = Evaluate and determine if documentation must be sent to SACSCOC

L = Letter/documentation to SACSCOC if warranted