



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).

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
- The establishment of an additional location geographically apart from the main campus at which Mississippi State University offers at least 50% of an educational program.
- Closing a program or off-campus site
- Entering into a collaborative academic arrangement that includes only the initiation of a dual or joint academic program with another institution
- 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.

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. The SACSCOC Liaison and the Office of Institutional Research and Effectiveness will assist units in drafting the appropriate substantive change documentation. Approval of substantive changes will occur at various levels as detailed in Appendix I.

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.

REVIEWED:

/s/ Peter I/ Ryan
Associate Provost for Academic Affairs

12/12/2018
Date

/s/ Judy Bonner
Provost and Executive Vice President

12/17/2018
Date

/s/ Randolph F. Follett
President, Robert Holland Faculty Senate

12/19/2018
Date

/s/ Timothy N. Chamblee
Assistant Vice President and Director
Institutional Research and Effectiveness

01/10/2019
Date

/s/ Joan Lucas
General Counsel

01/14/2019
Date

APPROVED:

/s/ Mark Keenum
President

01/24/2019
Date

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 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
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