

Substantive Change Check Sheet for Reporting to the Southern Association of Colleges and Schools

DIRECTIONS: **Part I** shall be completed by the division/department initiating the substantive change. *Refer to the Substantive Change for Accredited Institutions of the Commission on Colleges Policy, available at www.SACSCOC.org, for additional information.*

Part II must be completed for academic-related actions.

Part III must be completed for governance-related actions.

Part IV must be completed for all actions. The information gleaned from this process shall be used to determine substantive change reporting. Once all required signatures are affixed, the completed form shall be maintained in the office of the SACSCOC accreditation liaison. **Refer to Northeast State Policy 04:48:00, Substantive Changes, for more information.**

PART I: **A.** Describe the exact action and attach supporting documentation: _____

B. Corresponding Substantive Change Type: Choose an item. _____

C. Proposed implementation date: _____

D. Name of initiator: _____ **E.** Current Date: _____

PART II: ACADEMIC-RELATED ACTIONS

- Academic Program/Courses:** To include initiating courses/programs at an advanced or lower level, expanding at the current degree level [significant departure from current programs], initiating programs/courses through a contractual agreement/consortium, altering significantly the length of a program, initiating a degree completion program, closing a program, or initiating a teach-out agreement.
- Distance Education:** To include initiating a branch campus, initiating/expanding off-campus site, adding significantly different programs at approved site; initiating/expanding distance learning; or relocating a campus.

In my professional judgement, this action **DOES** constitute a substantive change that warrants notification

In my professional judgement, this action **DOES** constitute a substantive change that warrants approval

In my professional judgement, this action **DOES NOT** constitute a substantive change

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text. <i>Academic Division Dean (Required for all Academic Program/Course Actions)</i>	Click or tap to enter a date. <i>Date</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text. <i>Assistant Vice President for Multi-Campus Programs (Required for all Distance Education Actions)</i>	Click or tap to enter a date. <i>Date</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text. <i>Vice President for Academic Affairs/ Academic Affairs Committee Chair</i>	Click or tap to enter a date. <i>Date</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text. <i>SACSCOC Accreditation Liaison</i>	Click or tap to enter a date. <i>Date</i>

PART III: GOVERNANCE-RELATED ACTIONS

Governance: To include merger/consolidation, significantly altering mission, changing governance, or closing the institution.

Click or tap here to enter text.
SACSCOC Accreditation Liaison

Click or tap to enter a
date.
Date

PART IV: ALL ACTIONS

Click or tap here to enter text.
President

Click or tap to enter a
date.
Date