

Middle Georgia State University Substantive Change Policy (Sub-C)

Institutional Obligations: 1. 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. 2. Member institutions are required to have a policy and procedure to ensure that all substantive changes are reported to the Commission in a timely fashion.

[See full policy at <http://www.sacscoc.org/pdf/081705/SubstantiveChange.pdf>]

1. The MGA Substantive Change Policy shall be posted on the SACSCOC tab on the Institutional Research site and catalogued in the MGA Policy Manual.
2. The SACSCOC Institutional Liaison (Liaison) shall be the initiator for Sub-C processes and documentation at MGA.
3. The Liaison sends an email to academic and administrative principles during the first week of August and the first week of January to remind and inform leadership of this policy.
4. In this email, the Liaison shall include a link to the SACSCOC Sub-C Policy
5. Those copied shall be the President, the Provost, the Vice Provost, and the Chair of the Academic Affairs Board (AAB)
6. For academic Sub-C questions, a. the essential step of the MGA Sub-C processes shall be that when new programs are proposed to the AAB, or when major modifications are made to existing programs, the Chair of the AAB and the Liaison determine whether this will trigger a Sub-C letter of notification or a formal prospectus; b. the Liaison confers with the dean of the program and the Provost as to the Sub-C policy and reviews SACSCOC metrics.
7. For non-academic institutional Sub-C questions, the appropriate vice president and the Liaison determine whether this will trigger a Sub-C letter of notification or a formal prospectus; b. the Liaison confers with appropriate vice president as to the Sub-C policy and reviews SACSCOC metrics.
8. Liaison schedules call, if necessary, to SACSCOC VP—Dr. Stephanie Kirschmann (appointed 2017).
9. Liaison confirms with appropriate vice president whether 1) notification is to be made or 2) whether prospectus needs to be prepared.
10. If notification is needed, Liaison composes letter for President's signature.
11. Administrative staff Office of the President mails letter, copy to Liaison.
12. Liaison notifies school, program leadership, vice president, respectively, that letter of notification has been mailed.
13. Liaison notifies marketing and communication that letter of notification has been sent.
14. If necessary, Liaison coordinates composition, editing, budget preparation, signature gathering, and mailing of prospectus to SACSCOC.
15. Liaison emails leadership, to include at this step vice president, chair, director, and/or program coordinator, that prospectus has been mailed.

16. If necessary, Liaison consults with marketing and others about advertising guidelines prior to official approval of prospectus.
17. Liaison communicates official SACSCOC response to all principles.

Modified December 2017; Modified February 2018.

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