


# PROCEDURE MANUAL

 <p>LOUISIANA <b>DELTA</b> COMMUNITY COLLEGE</p>			Procedure IN_107
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			Last Revision Date: 12/15/14
			Effective Date:
Section	Substantive Change	Subject	Title: Substantive Change

**PURPOSE:** Substantive change is a significant modification or expansion of the nature and scope of a SACSCOC accredited institution. SACSCOC is required by the federal government to monitor compliance with the substantive change policy and to approve any major changes. Louisiana Delta Community College assumes the responsibility to:

- follow SACSCOC substantive change procedures and inform SACSCOC of substantive changes in a timely manner, and
- follow the reporting requirements of the substantive change policy provided by SACSCOC.

The College will follow the three procedures outlined in SACSCOC Substantive Change for SACSCOC Accredited Institutions Policy:

- Procedure One for the Review of Substantive Changes Requiring *Notification and Approval Prior to Implementation*
- Procedure Two for the Review of Substantive Changes Requiring *Only Notification Prior to Implementation*
- Procedure Three for Closing a Program, Site, Branch Campus or Institution.

Types of Changes:

- Initiating coursework or programs at a different level than currently approved
- Expanding at current degree level (*significant departure from current programs*)
- Initiating a branch campus
- Initiating a certificate program at employer’s request and on short notice
  - Using existing approved courses
  - At a new off-campus site (previously approved program)
  - That is a significant departure from previously approved programs
- Initiating other certificate programs
  - Using existing approved courses
  - At a new off-campus site (previously approved program)
  - That is a significant departure from previously approved programs
- Altering significantly the educational mission of the institution
- Initiating joint or dual degrees with another institution

- Joint Programs with another SACSCOC accredited institution
- Joint Programs with an institution not accredited by SACSCOC
- Dual Programs
- Initiating off-campus sites (including Early College High School and dual enrollment programs offered at the high school)
  - Student can obtain 50% or more credits toward program
  - Student can obtain 25-49% of credit
  - Student can obtain 24% or less
- Expanding program offerings at previously approved off-campus sites
  - Adding programs that are significantly different from current programs at the site
  - Adding programs that are NOT significantly different from current programs at the site
- Altering significantly the length of a program
- Changing from clock hours to credit hours
- Adding a combination degree program that reduces the hours needed to complete the combined degrees (e.g., combination baccalaureate and master's degree)
- Initiating distance learning
  - Offering 50% or more of a program for the first time
  - Offering 25-49%
  - Offering 24% or less
- Initiating programs or courses offered through contractual agreement or consortium
- Entering into a contract with an entity not certified to participate in USDOE Title IV programs
  - If the entity provides 25% or more of an educational program offered by the SACSCOC accredited institution
  - If the entity provides less than 25% of an educational program offered by the SACSCOC accredited institution
- Initiating a merger/consolidation with another institution
- Changing governance, ownership, control, or legal status of an institution
- Relocating a main or branch campus
- Moving an off-campus instructional site (serving the same geographic area)
- Initiating degree completion programs
- Closing a program, approved off-campus site, branch campus, or institution
  - Institution to teach out its own students
  - Institution contracts with another institution to teach-out students (Teach-out Agreement)
- Acquiring any program or site from another institution
- Adding a permanent location at a site where the institution is conducting a teach-out for students from another institution that is closing