



POLICIES & PROCEDURES

Title: Substantive Change

Number: AA_107

Effective Date: 12/15/2014

Revised Date: 4/17/2023

Department: Academic Affairs

POLICY STATEMENT

Louisiana Delta Community College (LDCC), as a member of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), is committed to compliance with SACSCOC policy regarding the timely reporting of substantive change. A 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.

POLICY RELATED INFORMATION

Examples of substantive changes are summarized in the following bulleted lists. Consistent with the SACSCOC Substantive Change Policy and Procedures, the examples are arranged according to whether the change impacts the institution, specific programs, or instructional sites. The lists are not to be considered all-inclusive.

Institutional Changes

- Substantially changing the established mission or objectives of an institution or its programs.
- Changing the legal status, form of control, or ownership of an institution.
- Changing the governance of an institution.
- Merging / consolidating two or more institutions or entities.
- Acquiring another institution or any program or location of another institution.
- Offering courses or programs at a higher or lower degree level than currently authorized.
- Adding graduate programs at an institution previously offering only undergraduate programs (including degrees, diplomas, certificates, and other for-credit credential).
- Changing the way an institution measures student progress, whether in clock hours or credit hours; semesters, trimesters, or quarters; or time-based or non-time-based methods or measures.
- Initiating programs by distance education or correspondence courses.

Program Changes

- Adding a program that is a significant departure from the existing programs, or method of delivery, from those offered when the institution was last evaluated.
- Adding an additional method of delivery to a currently offered program.
- Entering a cooperative academic arrangement.
- Entering a written arrangement under 34 C.F.R. § 668.5 under which an institution or organization not certified to participate in the title IV Higher Education Act (HEA)

programs offers less than 25% (notification) or 25-50% (approval) of one or more of the accredited institution's educational programs.

- Substantially increasing or decreasing the number of clock hours or credit hours awarded or competencies demonstrated, or an increase in the level of credential awarded, for successful completion of one or more programs.
- Adding competency-based education programs.
- Adding each competency-based education program by direct assessment.
- Adding programs with completion pathways that recognize and accommodate a student's prior or existing knowledge or competency.
- Awarding dual or joint academic awards
- Re-opening a previously closed program.

Off-campus Instructional Site Changes

- Relocating an institution or an off-campus instructional site of an institution (including a branch campus).
- Re-opening a previously closed off-campus instructional site.
- Adding a new off-campus instructional site/additional location including a branch campus.
- Adding a permanent location at a site at which an institution is conducting a teach-out program for students of another institution that has ceased operating before all students have completed their program of study.
- Closing an institution, a program, a method of delivery, an off-campus instructional site, or a program at an off-campus instructional site.

LDCC follows the three procedures outlined in SACSCOC Substantive Change for SACSCOC Accredited Institutions Policy:

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

SACSCOC policy on Substantive Change can be accessed using the following link:

<https://sacscoc.org/app/uploads/2019/08/SubstantiveChange.pdf>

POLICY COMPLIANCE

Without exception, LDCC administrators, faculty, and staff are responsible for awareness, recognition, and reporting of changes that are or may be substantive to the SACSCOC accreditation liaison. Failure to comply with this policy may jeopardize LDCC's eligibility to receive federal financial assistance and may result in LDCC being placed on sanction or being removed from SACSCOC membership.