

Title:	Substantive Change Reporting Policy
Effective Date:	11/26/2012
Date of Last Revision:	11/30/2023
Review Date:	11/30/2023
Cancellation:	
Responsible Office:	Instructional Services / Academic Affairs

Substantive Change Reporting Policy

Policy

South Louisiana Community College will adhere to current policy directives and procedures as specified by The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) regarding the reporting of substantive changes as designated by federal regulations and SACSCOC compliance standards. The full SACSCOC Substantive Change policy statement and associated procedures currently in effect are detailed in the document *Substantive Change Policy and Procedures* available through the SACSCOC website (<https://sacscoc.org/>).

Definition and Responsibility

SACSCOC defines substantive change as a significant modification or expansion of the nature and scope of an accredited institution. Substantive change includes high-impact, high-risk changes and changes that can impact the quality of educational programs and services.

SACSCOC accredits an entire institution with accreditation extending to all programs and services of an institution wherever located and however delivered. Institutional changes, as well as changes to for-credit academic programs content or locations, that are designated as a significant modification or expansion of the nature and scope of the College are subject to notification and/or approval as defined in SACSCOC *Substantive Change Policy and Procedures*.

SLCC will notify SACSCOC and, as required, secure approval of substantive changes prior to their initiation. The College's SACSCOC Institutional Accreditation Liaison is responsible for reporting all substantive changes based on the Commission's policy, following procedures and timelines as outlined by the Commission.

Substantive Change Reporting

Changes subject to SACSCOC reporting are listed in Substantive Change Reporting Guidelines accompanying this policy. SLCC administrative and managerial personnel responsible for initiating actions that may result in a substantive change are obligated to inform SLCC's Institutional Accreditation Liaison during the planning phase of any proposed change. The institutional accreditation liaison, in consultation with appropriate SACSCOC personnel, will determine the applicable substantive change

reporting procedure and timeline requirements to ensure continued compliance with federal and SACSCOC standards.

When a substantive change notification and/or prospectus submission to SACSCOC is required, the institutional accreditation liaison is responsible for coordinating the preparation of required documentation. The liaison is charged with the timely submission of this documentation to the SACSCOC Substantive Change Office for appropriate disposition and subsequent action by SACSCOC. The liaison will monitor substantive change decisions and actions by SACSCOC and report these actions to SLCC administrators and managerial personnel directing the substantive change, as well as associated SLCC units requiring this information for compliance verification (e.g., Student Financial Aid).

All records of SLCC substantive change considerations, submissions, and actions will be maintained by the Institutional Accreditation Liaison.

Attachments

Substantive Change Reporting Guidelines

Reference:

N/A

Policy Reference:

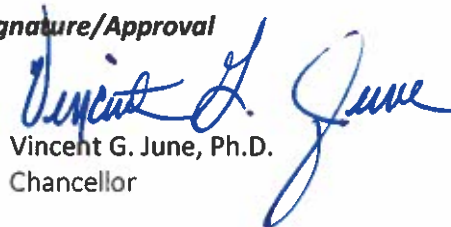
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Review Process:

Reviewing Committee/Entity	Review Date(s)	Approval Date	Effective Date
<i>Responsible Office</i>	Rev: 1 09/17/2015 Rev 2: 11/30/2023 (IE)		
<i>Committee for Institutional Policy Review</i>	Initial: 11/26/2012 Rev 1: 09/17/2015 Rev 2: 12/12/2023	Initial: 11/26/2012 Rev 1: 09/17/2015 Rev 2: 12/12/2023	
<i>Executive Leadership Team</i>	Initial: 11/26/2012 Rev 1: 09/17/2015 Rev 2: 01/18/2024	Initial: 11/26/2012 Rev 1: 09/17/2015 Rev 2: 01/18/2024	Initial: 11/26/2012

Chancellor's Signature/Approval

SIGNATURE:


Vincent G. June, Ph.D.
Chancellor

DATE:

1/18/24

Final Distribution:

Electronic: posted to College's website and sent via email to college personnel

Hard copy: Original to Executive Assistant to the Chancellor for Master Policy Binder, copy to Chair of Committee of Institutional Policy Review