

AOP 4-11-17-01 (Revised 9/11/18)

SUBSTANTIVE CHANGE POLICY

Troy University hereby adopts the Southern Association of Colleges and Schools Commission on Colleges' Policy Statement regarding Substantive Change for SACSCOC Accredited Institutions.

Definition:

Substantive change is defined by SACSCOC as "a significant modification or expansion of the nature and scope of an accredited institution. Under federal regulations, substantive change includes

- Any change in the established mission or objectives of the institution
- Any change in legal status, form of control, or ownership of the institution
- The addition of courses or programs that represent a significant departure, either in content or method of delivery, from those that were offered when the institution was last evaluated
- The addition of courses or programs of study at a degree or credential level different from that which is included in the institution's current accreditation or reaffirmation
- A change from clock hours to credit hours
- A substantial increase in the number of clock or credit hours awarded for successful completion of a program
- The establishment of an additional location geographically apart from the main campus at which the institution offers at least 50 percent of an educational program
- The establishment of a branch campus
- Closing a program, off-campus site, branch campus or institution
- Entering into a collaborative academic arrangement such as a dual degree program or a joint degree program with another institution
- Acquiring another institution or a program or location of another institution
- Adding a permanent location at a site where the institution is conducting a teach-out program for a closed institution
- Entering into a contract by which an entity not eligible for Title IV funding offers 25% or more of one or more of the accredited institution's programs"[†]

Responsibility:

Associate Provosts, Campus/Associate Vice Chancellors, and College Deans have the responsibility to fully comprehend and comply with the substantive change policy, inform the University's SASCOC Liaison at the earliest point possible of proposals that may be considered a substantive change for the University, and provide the SACSCOC Liaison with any data, information, or prospectus necessary to comply with SACSCOC policy when requested.

The University's SACSCOC Liaison will notify SACSCOC in advance of substantive changes and program developments in accord with the substantive change policies of SACSCOC. In addition, the Liaison serves as contact person for SACSCOC staff, including coordination of all correspondence to SACSCOC on behalf of Troy University's Chancellor. The Liaison will also share correspondence from SACSCOC with Associate Provosts, Campus/Associate Vice Chancellors, and College Deans.

[†] As currently published at <http://www.sacscoc.org/SubstantiveChange.asp> (revised June 2018)

Procedure:

Troy University follows a set procedure consistent with SACSCOC policy to ensure that SACSCOC is notified within the timeframe established by SACSCOC regarding potential substantive changes. Troy University's procedures for substantive change are posted at <http://www.troy.edu/irpe/forms.html>

Points of Contact:

SACSCOC Liaison: Dr. Mary Anne Templeton

Director of Assessment: Ms. Wendy Broyles

APPROVED BY ACADEMIC STEERING COMMITTEE, APRIL 11, 2017

(REVISED 9/11/18)

OPR: DR. MARY ANNE TEMPLETON