



MOTLOW STATE COMMUNITY COLLEGE

Substantive Change Audit Form

All SACSCOC institutions must notify the Commission of changes addressed in SACSCOC's Substantive Change Policy and, when required, seek approval before implementing the change. SACSCOC defines Substantive Change as "[. . .] a significant modification or expansion of the nature and scope of an accredited institution."

SACSCOC Substantive Changes

Adapted from SACSCOC's Substantive Change Policy for SACSCOC Accredited Institutions

- 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 that is different from that which is included in the institution's current accreditation or reaffirmation
- A change from clock 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% of an educational program
- The establishment of a branch campus
- The closure of a program, off-campus site, branch campus, or institution
- Collaborative academic arrangements that include only the initiation of dual or joint academic programs with another institution
- The acquisition of another institution or a program or location of another institution
- The addition of a permanent location at a site where the institution is conducting a teach-out program for a closed institution
- Establishment of 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

It is the responsibility of the institution to follow SACSCOC's Substantive Change Policy and to report changes in a timely manner: "Failure of an institution to gain approval for substantive changes involving programs that qualify for federal financial assistance could result in the institution jeopardizing such funding."

Before implementation of any change identified above, the responsible individual must submit the following Substantive Change Form to Motlow State Community College's SACSCOC Liaison, who will review the change, recommend appropriate action, and notify the MSCC SACSCOC Substantive Change Committee for discussion.



MOTLOW STATE COMMUNITY COLLEGE

Form submitted by _____ Email _____
 Title _____ Department _____
 Type of Substantive Change _____

CHECKLIST

This Initiative:	Yes	No	Unclear
Expands at current degree level (significant departure from current programs – no closely related counterpart exists among previously approved programs in the curriculum) <ul style="list-style-type: none"> • Are new faculty required? • Are >25% of the courses new? • Are ≥50% of the courses new? • Are new library or other learning resources required? 			
Initiates or expands off-campus sites where <ul style="list-style-type: none"> • Student can obtain 50% or more credits toward a program. • Student can obtain 25-49% of credits toward a program. • Adds significantly different program (see above) at an approved site. 			
Initiates programs/courses offered through contractual agreement or consortium			
Closes a program/institution <ul style="list-style-type: none"> • Closes a program with an internal teach-out protocol • Closes a program with a teach-out agreement with another institution • Closes an institution/site 			
Alters significantly the length of a program <input type="checkbox"/> The change has noticeable impact on program's completion time			
Other changes identified in SACSCOC Substantive Change Policy (Attach Description)			

Description of proposed change and proposed timeframe (Attach addition information, if necessary):

Submitted by (signature) _____ **Date** _____

Review and Recommendation for Action (To be completed by the Liaison):

___ **No action needed** ___ **Letter of Notification** ___ **Prospectus**

Accreditation Liaison (signature) _____ **Date** _____