

TITLE:	Substantive Change Policy
ORIGINATOR:	Accreditation Liaison
APPROVAL DATE:	December 9, 2022
EFFECTIVE DATE:	December 9, 2022
PURPOSE:	To provide policy on the creation, suspension, and modification of academic programs and structure
REVIEWER:	Accreditation Liaison
REVIEW DATE:	Fall 2025 and every 3 years thereafter

OPERATING DETAILS:

1. Creation, suspension, and modification of academic programs and structure that represent a significant departure from the institution's existing operation may require prior notification to Mississippi Institutions of Higher Learning (IHL) and/or Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and when required, approval prior to implementation of these changes.
2. IHL has created administrative guidelines for the following substantive changes:
 - a) New degree program
 - b) Renaming an existing degree program
 - c) Consolidation of existing degree program
 - d) Suspension or deletion of existing degree program
 - e) Offer an existing degree program by distance learning
 - f) Offer an off-campus degree program
 - g) Creation of new academic unit
 - h) Reorganization of an existing academic unit
 - i) Deletion of an existing academic unit
3. SACSCOC defines substantive change as "a significant modification or expansion of the nature and scope of an accredited institution". The SACSCOC Policy Statement on Substantive Change should be referred to when making curricular changes.
4. Depending on the type of change, a prospectus, application or notification may need to occur six or more months prior to the implementation of a change and appropriate documentation must be prepared and submitted to IHL and/or SACSCOC. These approval processes may run simultaneously after the appropriate campus approvals have occurred (Undergraduate Curriculum Committee/Graduate Council, Provost and President approvals)
5. Individuals proposing or responsible for evaluating changes should be familiar with the appropriate IHL and SACSCOC regulations.
Academic Guidelines of Mississippi IHL
(http://www.mississippi.edu/oasa/downloads/academic_and_administrative_guidelines.pdf)

SACSCOC Policy Statement on Substantive Change
(<https://sacscoc.org/accrediting-standards/substantive-changes>)

6. To ensure that all proposals are evaluated for compliance with relevant SACSCOC policies, the SACSCOC Accreditation Liaison shall serve as a non-voting, ex-officio member of Academic Council, Graduate Council, and Undergraduate Curriculum Council.

7. If differences occur between MUW PS# 1308 and the SACSCOC or IHL policy, the SACSCOC or IHL policy has precedence.

Revised: 11/5/2018, 12/9/2022