

Originally Issued: August 18, 2015  
Revised: October 2, 2017  
April 28, 2020  
Reviewed: May 31, 2022  
Revised: September 23, 2024

**SUBSTANTIVE CHANGE CHECKLIST**

**Introduction**

Substantive change as defined by the Commission on Colleges (COC) of the Southern Association of Colleges and Schools (SACS) pertains to any “significant modification or expansion of the nature and scope of an accredited institution.” The COC requires that any program that is not closely related to previously approved programs at the institution be approved prior to implementation.

In the academic side, these changes may include expansion of academic programs to include new degrees, advanced academic level, changes in instruction delivery methods, and/or program offerings outside the main campus.

From the administrative side, such changes may include institutional legal status, consortium agreements, or changes in governance and control, among others.

Institutions are required to notify the Commission of proposed substantive change in a timely fashion, and in many instances must receive approval for such change prior to implementation of the new initiative.

**Instructions**

To ensure that Athens State University is in compliance with the Commission’s Substantive Change Policy, all proposers of new programs, degrees, and any other major initiative should:

1. Review the [*Substantive Change Policy.*](https://www.athensedu.org/pdfs/policies/Operating/Administrative/Substantive-Change-Policy.pdf)
2. Complete the checklist below and submit it to the Office of Institutional Research and Assessment with a copy to the University’s Accreditation Liaison.

Please feel free to contact either party for additional information and assistance.

**SUBSTANTIVE CHANGE CHECKLIST**

Name of Proposal Request: Click here to enter text. Date: Click here to enter text.

Proposed Change: Click here to enter text.

College/Organization: Click here to enter text. Point-of-Contact: Click here to enter text.

**SECTION 1: CHECKLIST** (To be completed by Designated Official)

Any change that represents a "significant departure" for the University's current mission, program inventory, or instructional delivery format must be reported in advance. To determine whether a change is a "significant departure", please consider the following questions.

| **Question** | **Yes** | **No** |
| --- | --- | --- |
| Does the University offer previously approved programs that are closely related to the new program? |  |  |
| If so, how are they related? |  |  |
| Will this change create a new method of delivery for an existing program? |  |  |
| Does this change initiate coursework or programs at a more advanced level than currently approved? |  |  |
| Will any new faculty members be required to implement/support the proposed program? |  |  |
| Consider the total number of program credit hours:  Will this request create 25% - 49% new content?  50% or more new content? |  |  |
| Would this change alter the length of a program? |  |  |
| Would this change close a program or an instructional site; initiate teach-out agreements? |  |  |
| Will additional library/learning resources be needed? |  |  |
| Will additional equipment or facilities be needed for the proposed change? |  |  |
| Will additional financial resources be needed to implement/support the proposed change? |  |  |
| Would this change initiate a branch campus? |  |  |
| Would this change initiate off-campus sites where: |  |  |
| a. a student can obtain 50% or more credits toward program?; **OR** |  |  |
| b. a student can obtain 25-49% of credits toward program? |  |  |
| Would this change initiate programs/courses offered through contractual agreements or consortiums? |  |  |

|  |  |  |
| --- | --- | --- |
| Please provide a brief description of the substantive change and resources needed, if any.  (Max. 250 words)  Click here to enter text. |  |  |