
**LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURE**

TITLE: Substantive Change

NUMBER: PRO 3-10

REFERENCE: Board Rule 3.02
Administrative Procedure 3-02
Florida Statute 1001.64 and 1001.65
Substantive Change for SACSCOC Accredited
Institutions Policy Statement

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I. BACKGROUND

Lake-Sumter State College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and as such is required to provide notification to SACSCOC regarding changes in accordance with the Substantive Change for SACSCOC Accredited Institutions Policy Statement.

II. RESPONSIBILITY

Monitoring the activities of LSSC relative to the Substantive Change for SACSCOC Accredited Institutions Policy Statement is the responsibility of the SACSCOC Accreditation Liaison.

III. DESCRIPTION

A substantive change is a significant modification or expansion of the nature and scope of an accredited institution. Federal regulations provide the following descriptions of substantive change:

- a. Any change in the established mission or objectives of the institution.
- b. Any change in legal status, form of control, or ownership of the institution.
- c. 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.
- d. 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.
- e. A change from clock hours to credit hours.

- f. A substantial increase in the number of clock or credit hours awarded for successful completion of a program.
- g. The establishment of an additional location geographically apart from the main campus at which the institution offers at least 50% of an educational program.
- h. The establishment of a branch campus.
- i. Closing a program, off-campus site, branch campus, or institution.
- j. Entering into a collaborative academic arrangement that includes only the initiation of a dual or joint academic program with another institution.
- k. Acquiring another institution or a program or location of another institution.
- l. Adding a permanent location at a site where the institution is conducting a teach-out program for a closed institution.
- m. 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.

I. SACSCOC APPROVAL PROCEDURES

- a. Procedure 1: Substantive change that requires SACSCOC approval before implementation. Examples include but are not limited to:
 - 1. Initiating coursework, certificates, or programs of study at a different level than those previously approved by SASCOC;
 - 2. Initiating certificate programs for workforce development;
 - 3. Initiating an off-campus (additional) site (site-based/classroom group instruction) at which students can earn at least 50% of the credits toward an educational program;
 - 4. Initiating degree completion programs;
 - 5. Initiating a significant change in the established mission of the institution;
 - 6. Changing significantly the length of a program, substantially increasing or decreasing the number of clock or credit hours awarded for successful completion of a program;
 - 7. Initiating a collaborative academic program with another institution not accredited by SACSCOC;
 - 8. Entering into a contract with an entity not certified to participate in USDOE Title IV programs.

- b. Procedure 2: Substantive change that requires only that SACSCOC be notified prior to implementation. Examples include but are not limited to:
 - 1. Initiating an off-campus site at which a student may earn at least 25% but less than 50% of credits toward a program;
 - 2. Moving an approved off-campus instructional site within the same geographic area to serve essentially the same pool of students;
 - 3. Repackaging of an existing approved curriculum.
- c. Procedure 3: Substantive change that includes closing a program, site, branch campus, or the institution. Such a change requires notification and the development of a teach-out plan or a teach-out agreement that must be approved by SACSCOC before implementation.