

## Shaw University Substantive Change Procedures (Internal)

Substantive change is a significant modification or expansion of the nature and scope of an accredited institution. The reporting and review of substantive change ensure that the scope of program offered by the institution, as well as the structure of the organization of the institution, have undergone appropriate review by SACSCOC.

The Shaw University Substantive Change procedure (along with policy) is intended to provide clear guidance of the criteria under which proposed substantive changes will be reviewed and approved at multiple levels within the university. This policy and procedure will promote institution-wide awareness of the internal timeframe required for the review, approval and reporting of proposed substantive changes, so as to assure that the regional accrediting body for Shaw University, the Southern Association of Colleges and Schools Commission on Colleges ((SACSCOC), receives timely notification of proposed substantive changes, *before* such changes are implemented at Shaw University.

1. **Submission** - The Originator, often the Program Coordinator (or Director) prepares the proposal for review.
2. **1<sup>st</sup> Level Programmatic Review and Approval** - If the Originator is a faculty member/Program Coordinator, the proposal must follow the approval process below:
  - Program Coordinator to Program Faculty to Department Head to Dean (if no Department Head to Dean) for review and approval.
  - Academic Support Program Directors submit to their Dean for approval.
3. **Committee review** - Depending on where the proposal originates, various committees are involved in the process, following the order outlined below. Each committee is scheduled to meet once monthly throughout the academic year therefore is critical proposals are submitted timely to allowing adequate time for their approval and to meet deadlines. Academic Council may meet throughout the summer if needed:
  - Undergraduate and Graduate program related proposals:
    - Curriculum Committee - undergraduate related proposals are next submitted to the Curriculum Committee for review and approval.
    - Graduate Council - graduate related proposal are next submitted to the Graduate Council.
  - Admission Committee – All admissions related proposals (undergraduate and graduate) are submitted to the Admissions Committee for review and approval.
  - Academic Council – Final university committee approval is through the Academic Council. All proposals, including policy proposals are submitted to Academic Council for review and approval.

Committee Meeting Schedule is as follows:

- Curriculum Committee – 3<sup>rd</sup> Tuesday of each month
- Graduate Council – as needed
- Admissions Committee – 1<sup>st</sup> Tuesday of each month
- Academic Council – 3<sup>rd</sup> Thursday of each month

For each committee - The Committee Chair has oversight to disseminate proposals for review and vote by committee members. The committee reviews the information to determine alignment with program learning outcomes, existing programs and curricula, program/departmental mission, library and learning resource needs and financial resource allocations and current policies. The Chair of the Committee signs on behalf of the members to approve the proposal.

- 4. Executive Administration Approval** -After proposals have been approved through the appropriate committees, the Vice President will review for approval. The Vice President will alert the SACSCOC Liaison of proposals requiring a prospectus for submission of substantive changes to SACSCOC. Approved proposals are submitted to the President for approval for the Board of Trustees review
- 5. Board of Trustee Approval** - The President will notify the Vice President of approved proposals requiring Board of Trustee approval. The Vice President will submit proposals approved by the President to the Chair of the BOT of Trustees Academic Affairs (AA) Sub-Committee. Proposals approved by the Board of Trustees AA Committee will be submitted to the full Board of Trustees for recommendation of final approval. If there is no assigned sub-committee, the President will submit approved proposals to the Chair of the full Board of Trustees for review and vote of approval. The President will notify the Vice President of proposals approved by the Board of Trustees. In turn, the Vice President will notify the SACSCOC Liaison of approved proposals that represent a substantive change and submit the fully approved proposal for submission of the SACSCOC prospectus. The BOT typically meets twice a year, in October and May, however, if necessary “call meetings” are also held to address and approve important/urgent university matters.
- 6. Submission of Substantive Change to SACSCOC-** The SACSCOC Liaison is responsible for ensuring the full completion of the SACSCOC prospectus with input from the Vice President of Academic Affairs and the Originator, often times the Program Coordinator.  
**Substantive Change Deadline/ SASCOC Due Dates for Substantive Change Prospectus:**
  - January 1 for July1 -December 31 implementation
  - July 1 for January 1 – June 30 implementation
- 7. Implementation of Substantive Change** -The university must await a response from the Commission on Colleges prior to implementing a substantive change. SACSCOC will officially notify the President and SASCOC Liaison of approval or denial through response letter concerning implementation of the substantive change. The SACSCOC Liaison will notify the Vice President and the proposal Originator of the decision. Only fully approved proposals can be published and implemented.