

TSU Policy # _____

Name of Policy: Substantive Change

Source: Division of Academic Affairs

Statement of Policy

Tennessee State University (TSU) is accredited by the [Southern Association of Colleges and Schools Commission on Colleges](#) (SACSCOC) to award associate's, bachelor's, master's, professional, and doctoral degrees.

As part of SACSCOC policy, TSU must first notify or obtain approval from SACSCOC before it implements any substantive change in its academic programs. This is done after approval has been obtained at all of the appropriate levels including curricula committees, administrative approvals, and Board approval.

Definitions

As defined by SACSCOC, the definition of a substantive change is:

A significant modification or expansion in the nature and scope of an accredited institution.

Substantive Change Notification and Approval Requirements

TSU shall follow SACSCOC policy, including the SACSCOC document entitled, *Substantive Change for SACSCOC Accredited Institutions*, in identifying the types of substantive change subject to this policy and the procedures for complying with SACSCOC's notification and approval requirements.

TSU shall adhere to the following guidance to ensure compliance with the applicable SACSCOC Substantive Change requirements:

- Some changes, such as offering courses on-line that amount to less than 25% of the coursework needed to complete a degree, certificate or diploma, do not need to be reported to the Commission.
- Others, such as offering (for the first time) 25% to 49% of the coursework required for a program on-line, simply require that the Commission be notified in advance of the implementation of the change.
- Larger scale changes, such as adding significantly different programs to the academic curriculum or offering a majority of the coursework needed to complete a degree, certificate or diploma on-line, require written notification at least 6 months in advance and approval of a prospectus, which must be submitted at least 3 months prior to the anticipated implementation date.
- If TSU seeks to offer coursework at a more advanced level than SACSCOC has approved, it must notify the Commission of its intent at

least 12 months in advance, and submit an application for level change by the appropriate deadline.

- In addition to obtaining the appropriate administrative and Board approvals, any academic program director, department chair, and/or dean must notify the SACSCOC Liaison if there will be changes to the program as listed above and provide appropriate paperwork.