Middle Georgia State University Substantive Change Policy (Sub-C)

Institutional Obligations: 1. Member institutions are required to notify the Southern Association of
Colleges and Schools Commission on Colleges (SACSCOC) of changes in accordance with the
substantive change policy and, when required, seek approval prior to the initiation of changes. 2.
Member institutions are required to have a policy and procedure to ensure that all substantive
changes are reported to the Commission in a timely fashion.

[See full policy at http://www.sacscoc.org/pdf/081705/SubstantiveChange.pdf]

1. The MGA Substantive Change Policy shall be posted on the SACSCOC tab on
the Institutional Research site and catalogued in the MGA Policy Manual.
2. The SACSCOC Institutional Liaison (Liaison) shall be the initiator for Sub-C
processes and documentation at MGA.
3. The Liaison sends an email to academic and administrative principles during
the first week of August and the first week of January to remind and inform
leadership of this policy.
4. In this email, the Liaison shall include a link to the SACSCOC Sub-C Policy
5. Those copied shall be the President, the Provost, the Vice Provost, and the
Chair of the Academic Affairs Board (AAB)
6. For academic Sub-C questions, a. the essential step of the MGA Sub-C
processes shall be that when new programs are proposed to the AAB, or
when major modifications are made to existing programs, the Chair of the
AAB and the Liaison determine whether this will trigger a Sub-C letter of
notification or a formal prospectus; b. the Liaison confers with the dean of
the program and the Provost as to the Sub-C policy and reviews SACSCOC
metrics.
7. For non-academic institutional Sub-C questions, the appropriate vice
president and the Liaison determine whether this will trigger a Sub-C letter
of notification or a formal prospectus; b. the Liaison confers with appropriate
vice president as to the Sub-C policy and reviews SACSCOC metrics.
8. Liaison schedules call, if necessary, to SACSCOC VP—Dr. Stephanie
Kirschmann (appointed 2017).
9. Liaison confirms with appropriate vice president whether 1) notification is to
be made or 2) whether prospectus needs to be prepared.
10. If notification is needed, Liaison composes letter for President’s signature.
11. Administrative staff Office of the President mails letter, copy to Liaison.
12. Liaison notifies school, program leadership, vice president, respectively, that

16. If necessary, Liaison consults with marketin g a nd others ab out adverti sin g

guidelines prior to official approval of prospectus.

17. Liaison communicates official S ACSCOC resp o nse to all princip les. Modified December 201112(e)6(c)-4(e)-5(mb)-6(eTG 5(mA(00 01(isonR68tCoM)] T)-6(e0vtc)-6(e0vtc)-6(-4(e)-5(9 B)6e/