



DILLARD
UNIVERSITY

Dillard University Substantive Change Policy

The following guidelines should be followed when developing and delivering university courses off-site, electronically, or for a new program and program level. The Office of the Vice President for Academic Affairs will monitor the implementation of these procedures by tracking governance action items, curriculum items, and course scheduling reports.

Substantive changes requiring notification prior to implementation only include, but are not limited to:

- Offering 25% - 49% of a program at an off-campus site (including dual enrollment sites)
- Offering programs or courses through contractual agreement or consortium
- Initiating joint programs with another SACSCOC accredited institution
- Initiating dual programs

Substantive changes requiring approval include, but are not limited to:

- Adding significantly different programs to the academic curriculum at the university
- Initiating off-campus sites (including dual enrollment sites) where students can obtain 50% or more of the credits/clock hours toward a program
- Closing (inactivating) a program
- Initiating joint or dual degrees with another institution not accredited by SACSCOC

The university's first step is determining the type of substantive change and reporting requirements. Initial information will be requested from the department or unit initiating the change. The next step is a letter of intent or notification to SACSCOC signed by the university president (or the SACSCOC accreditation liaison) with basic information regarding the change. SACSCOC will then determine if a formal prospectus is required. If so, the Office of Academic Affairs will provide the unit/department desiring to institute the change a template to use for the prospectus and will assist in preparing the prospectus for submission to SACSCOC. The timeframe for submitting the prospectus information to the Office of Academic Affairs must accommodate an adequate review timeline by the SACSCOC Substantive Change office, which is generally nine (9) to twelve (12) months in advance of the change.

All questions about whether a change is substantive should be directed to the Office of Academic Affairs for guidance.

The university president or the university SACSCOC Liaison will submit all correspondence with SACSCOC. Given their significance to the continued accreditation status of the university, all substantive change requests that require SACSCOC approval shall be reported to the university president.

Process for Review

The university SACSCOC Liaison will review the Substantive Change Intake Form. If the proposed change requires prior approval from SACSCOC, the Vice President for

Academic Affairs will review the Substantive Change Form and supporting documentation prior to development of a prospectus and prior to submission of the prospectus to SACSCOC. The university's SACSCOC Liaison will coordinate any further actions required to be filed with the SACSCOC.

Definition of Terms

1. Contractual Agreement—A contractual agreement is typically one in which an institution enters an agreement for receipt of courses/programs or portions of courses or programs (i.e. clinical training internships, etc.) delivered by another institution or service provider.
2. Consortia Relationship— A consortia relationship typically is one in which two or more institutions share the responsibility of developing and delivering courses and programs that meet mutually agreed upon standards of academic quality.

Note: Notification of initiating program/courses delivered through contractual agreement or consortium does not apply to articulation agreements with other institutions, clinical agreements or internship agreements.

3. Significant Departure—A program that is not closely related to previously approved programs at the institution or site or for the mode of delivery in question. To determine whether a new program is a “significant departure,” it is helpful to answer the following questions:
 - a. What previously approved programs does the university offer that are closely related to the new program and how are they related?
 - b. Will significant additional equipment or facilities be needed?
 - c. Will significant additional financial resources be needed?
 - d. Will a significant number of new courses be added to the curriculum?
 - e. Will a significant number of new faculty members be required?
 - f. Will significant additional library/learning resources be needed?
4. Program Modification— A program modification occurs when a program's number of credit/clock hours increase or decrease by 25% or more. It is also important to determine whether any of the questions regarding “significant departure” are relevant, such as if 25% of the courses are being replaced, and whether additional equipment, new faculty, or additional library, facilities or financial resources are needed.
5. Program Closing –SACSCOC must approve all program closures **prior** to implementation. The written plan must provide equitable treatment of students and must also include the following information:
 - a. Date of closure (date when new students will no longer be admitted).
 - b. An explanation of how affected parties (students, faculty, staff) will be informed of the impending closure.
 - c. An explanation of how all affected students will be helped to complete their programs of study with minimal disruption.
 - d. An indication as to whether the teach-out plan will incur additional charges/expenses to the students and, if so, how the students will be notified.
 - e. Signed copies of teach-out agreements with other institutions, if any.
 - f. How faculty and staff will be redeployed or helped to find new employment.
6. Dual Degree—A dual degree is conferred when the degree recipient receives separate program completion credentials each of which bears only the name, seal, and signature of the institution awarding the degree.
7. Joint Degree – A joint degree is conferred when the degree recipient receives a single program credential bearing the names, seals, and signatures of each of two or more institutions awarding the degree to the student.