

## **Livingstone College**

### **Substantive Change Notification Policy**

Livingstone College is accredited by Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Therefore, Livingstone College has an obligation to notify and seek the approval of SACSCOC regarding any **Substantive Change** prior to the implementation of the change. According to SACSCOC, Substantive Change is a significant modification or expansion of the nature and scope of an accredited institution. Examples of Substantive Change may include, but are not limited to the following:

1. Any change in the established mission of the college;
2. The addition of new courses or programs that are a significant departure from already established programs;
3. The establishment of a branch campus or off-campus instructional site;
4. Closing a program, branch campus or off-campus instructional site.

For a complete list of the different types of Substantive Changes and SACSCOC's policy statement on Substantive Change for SACSCOC accredited institutions, click on the following link:

<http://www.sacscoc.org/pdf/081705/SubstantiveChange.pdf>

A department or division that is considering any possible substantive change must discuss with the SACSCOC Accreditation Liaison in conjunction with the Vice President for Academic Affairs. SACSCOC must be notified of the Substantive Change before it is made. In most cases, a prospectus must be written and submitted as much as twelve months in advance to SACSCOC for review and approval prior to implementation of the change. Department Chairs, Division Deans, Area Coordinators, and other college administrators have an obligation to inform the SACSCOC Accreditation Liaison when considering any changes that may be substantive in nature. The SACSCOC Accreditation Liaison in consultation

with the Vice President for Academic Affairs will make the determination as to whether or not the proposed change is in fact a Substantive Change.