

## REPORTING OF SACSCOC SUBSTANTIVE CHANGE

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*Related Board of Trustees Policy: BP 4.13*

*OPR: Vice President for Instruction*

*Approval: April 2012*

*Revisions: November 1, 2016*

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### **REPORTING OF SACSCOC SUBSTANTIVE CHANGE**

The College shall comply with the current Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Substantive Change for Accredited Institutions of the Commission on Colleges Policy Statement (Policy Statement).

#### **Notification Procedure**

The College will maintain compliance through intra-institutional collaboration and the timely reporting of substantive changes to SACSCOC. Responsibilities for compliance and reporting substantive change are defined as follows:

#### **Instructional & Academic Support Unit Changes**

- All changes to academic programs including new program implementation, program termination, expansion of distance learning offerings, expansion of programs at off-site locations, as well as other programmatic changes deemed substantive in nature will be reviewed by the College's Curriculum and Academic Policy (CAP) Committee.
- The CAP Committee will convene on a monthly basis, or as needed. The SACSCOC Liaison will serve on the CAP Committee and will notify the Chief Academic Officer (CAO) if CAP agenda items will need to address any substantive changes. The substantive changes will also be noted in the minutes of the CAP Committee. All Committee recommendations will be approved by the CAO.

#### **Administrative & Student Services Unit Changes**

- All changes will be approved by the Executive Leadership Team and communicated to the College's SACSCOC Liaison.
- The SACSCOC Liaison will notify the appropriate Vice President if changes are considered substantive in nature.

#### **Institutional SACSCOC Notification & Approval Procedure**

- The College will follow the current SACSCOC policy and procedures including abiding by the timing of notifications, as well as the submittal of prospectus materials, where appropriate.

- The SACS Liaison will draft a letter for the CAO to send to the SACSCOC President notifying the COC of the substantive change. A copy will be sent to the College President.
- The College's President will present these change notifications to the Board of Trustees' Committee on Academic and Student Affairs, and then to the full Board of Trustees as information items or for approval as applicable.
- The CAO's Office will maintain a history of notification to SACSCOC with regard to substantive change. An additional hard copy will be given to the College's SACSCOC's Liaison and filed with the Office of Institutional Effectiveness. All SACSCOC documents will also be digitally archived on the College's Institutional Effectiveness network drive.
- The College will comply with the directives of the SACSCOC President upon notification of submitted changes.

### **Changes that require Board of Trustee Approval**

The College will seek Board approval for the following instances of substantive change:

1. Any change in the established mission or objectives of the institution
2. Any change in legal status, form of control, or ownership of the institution
3. The addition of courses or programs of study at a degree or credential level different from that which is included in the institution's current accreditation or reaffirmation
4. The establishment of a branch campus
5. Closing a branch campus or institution
6. Acquiring another institution or a program or location of another institution
7. Adding a permanent location at a site where the institution is conducting a teach-out program for a closed institution

### **Reporting Various Types of Substantive Change**

According to SACSCOC, there are three procedures for addressing the different types of substantive changes:

#### Procedure 1

Requires SACSCOC approval prior to implementation and when required a submission of a prospectus.

#### Procedure 2

Requires only notification prior to implementation.

#### Procedure 3

Used for closing a program, site, branch campus, or institution.

The following chart outlines each type of substantive change with its associated procedure and the timeframe for documenting with SACSCOC. In the event the following chart should conflict with the Policy Statement's tables and charts, the Policy Statement shall control.

Types of Change	Procedure or Policy	Prior Notification Required	Prior Approval Required	Documentation and Time Frame for Contacting SACSCOC
Initiating coursework or programs at a different level than currently approved	Procedure 1	No	Yes	<a href="#">Application for Level Change</a>  <b>Due dates:</b> March 15 (for June review) September 1 (for December review)
Initiating off-campus sites where student can obtain 50% or more credits toward a program (including but not limited to Early College High School, dual enrollment programs offered at a high school, and certificate programs that are not at employer's request and not on short notice)	Procedure 1	No	Yes	Cover Sheet <a href="#">Prospectus</a> <a href="#">(See Appendix B of this document)</a>  <b>Due dates:</b> January 1 for 7/1-12/31 implementation July 1 for 1/1-6/30 implementation
Expanding at current degree level ( <i>significant departure from current programs</i> ).				
Expanding program offerings at previously approved off- campus sites by adding programs that ARE significantly different from current programs at the site AND at the institution				
Initiating degree completion programs				
Initiating a branch campus (See definition of "branch campus" on p. 3 of this document.)				
Initiating distance learning by offering 50% or more of the first program for the first time				
Relocating a main or branch campus				
Entering into a contract with an entity not certified to participate in USDOE Title IV programs if the entity provides 25% or more of an educational program offered by the SACSCOC accredited institution				

Types of Change	Procedure or Policy	Prior Notification Required	Prior Approval Required	Documentation and Time Frame for Contacting SACSCOC
Initiating dual or joint degrees involving program expansion (significant departure) or initiating a new site where student can obtain 50% or more credits toward a program	See SACSCOC policy " <a href="#">Agreements Involving Joint and Dual Academic Awards</a> "	No	Yes	Cover Sheet <a href="#">Prospectus</a> (See Appendix B of this document)  <b>Due dates:</b> January 1 for 7/1-12/31 implementation July 1 for 1/1-6/30 implementation  Copy of signed agreement, contact information for each institution, and additional details on non-SACSCOC institution(s) involved. See Policy
Initiating dual or joint degree with at least one institution <u>not</u> accredited by SACSCOC	See SACSCOC Policy " <a href="#">Agreements Involving Joint and Dual Academic Awards</a> "	At least 6 months prior to implementation	Yes	Acceptance of notification, copy of signed agreement, contact information for each institution, and additional details on non-SACSCOC institution(s). See Policy.
Initiating a direct assessment competency-based program	See SACSCOC Policy " <a href="#">Direct Assessment Competency- Based Educational Programs</a> "	Yes – Screening Form	Yes	Submit "Screening Form" with letter of notification. If Prospectus is required, <b>Due dates:</b> March 15 (for June review) September 1 (for December review)
Initiating a merger/consolidation with another institution	See SACSCOC Policy: " <a href="#">Mergers, Consolidations, Change of Ownership, Acquisitions, and Change of Governance, Control, Form, or Legal Status</a> "	Yes: December 15 (for June review); June 1 (for December review)	Yes	Cover Sheet Institutional Summary Form Prospectus (See Appendix in SACSCOC Policy: " <a href="#">Mergers, Consolidations, Change of Ownership, Acquisitions, and Change of Governance, Control, Form, or Legal Status</a> ")  <b>Due dates:</b> March 15 (for June review); September 1 (for December review)
Changing governance, ownership, control, or legal status of an institution	See SACSCOC Policy " <a href="#">Direct Assessment Competency- Based Educational Programs</a> "	Yes Screening Form	Yes	Submit "Screening Form" with letter of notification. If Prospectus is required, <b>Due dates:</b> March 15 (for June review) September 1 (for December review)
Acquiring any program or site from another institution	See SACSCOC Policy: " <a href="#">Mergers, Consolidations, Change of Ownership, Acquisitions, and Change of Governance, Control, Form, or Legal Status</a> "	Yes: December 15 (for June review); June 1 (for December review)	Yes	Cover Sheet Institutional Summary Form Prospectus (See Appendix in SACSCOC Policy: " <a href="#">Mergers, Consolidations, Change of Ownership, Acquisitions, and Change of Governance, Control, Form, or Legal Status</a> ")
Adding a permanent location at a site where the institution is conducting a teach-out for students from another institution that is closing	See SACSCOC Policy: " <a href="#">Mergers, Consolidations, Change of Ownership, Acquisitions, and Change of Governance, Control, Form, or Legal Status</a> "	Yes: December 15 (for June review); June 1 (for December review)	Yes	<b>Due dates:</b> March 15 (for June review); September 1 (for December review)

Types of Change	Procedure or Policy	Prior Notification Required	Prior Approval Required	Documentation and Time Frame for Contacting SACSCOC
Initiating a certificate program at a new off-campus site at employer's request and on short notice (previously approved program)	Procedure 1	No	Yes	Cover Sheet Modified prospectus Contact Commission Staff.
Initiating a certificate program that is a significant departure from previously approved programs at employer's request and on short notice				
Adding a site under a U.S. military contract for a previously approved program				
Altering significantly the length of a program				
Altering significantly the educational mission of the institution				
Changing from clock hours to credit hours	Procedure 1	No	Yes	Justify reasons for change, indicate calculation of equivalency, and other pertinent information
Moving an off-campus instructional site (serving the same geographic area)	Procedure 2	Yes	No	Letter of notification with old address, new address, and implementation date
Initiating dual or joint degrees with other SACSCOC accredited institution(s)	See SACSCOC Policy " <a href="#">Agreements Involving Joint and Dual Academic Awards</a> "	At least 6 months prior to implementation	No	Acceptance of notification, copy of signed agreement and contact information for each institution. See Policy.
Initiating programs or courses offered through contractual agreement or consortium	Procedure 2	Yes	No	Letter of notification and copy of signed agreement
Entering into a contract with an entity not certified to participate in USDOE Title IV programs if the entity provides less than 25% of an educational program offered by the SACSCOC accredited institution				

Types of Change	Procedure or Policy	Prior Notification Required	Prior Approval Required	Documentation and Time Frame for Contacting SACSCOC
Initiating off-campus sites where student can obtain 25- 49% of credits toward a program (including but not limited to Early College High School, dual enrollment programs offered at a high school, and certificate programs that are not at employer's request and not on short notice)	Procedure 2	Yes	No	Letter of notification Including street address and implementation date
Initiating distance learning by offering 25-49 of the first program for the first time				
Closing a program, approved off-campus site, branch campus, or institution where the institution plans to teach out its own students	Procedure 3	Yes	Yes	Description of teach-out plan included with letter of notification
Closing a program, approved off-campus site, branch campus, or institution where the institution plans contracts with another institution(s) to teach-out students (Teach- out Agreement)	Procedure 3	Yes	Yes	Description of teach-out plan, copy of signed teach-out agreement(s) detailing terms included with notification
Initiating a certificate program at employer's request and on short notice using existing approved courses and location	NA	No	No	NA
Initiating certificate program (not at employer's request and not on short notice) using existing approved courses and location				
Initiating off-campus sites (including Early College High School and dual enrollment programs offered at the high school) where student can obtain 24% or less of credits toward a program				
Expanding program offerings at previously approved off- campus sites by adding approved programs that ARE NOT significantly different from current programs at the site				
Expanding program offerings at previously approved off- campus sites by adding approved programs that ARE significantly different from current programs at the site but NOT at the institution				
Initiating distance learning by offering 24% or less of any program for the first time				

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