

SUBSTANTIVE  
CHANGE

The purpose of these provisions is to ensure compliance and timely reporting of substantive changes at the College District in compliance with the Southern Association of Colleges and Schools Commission on Colleges' (SACSCOC) substantive change policy available on the SACSCOC Web site. The College District's SACSCOC liaison shall work with the appropriate individual to facilitate substantive change notifications required by the SACSCOC.

DISSEMINATION OF  
SUBSTANTIVE  
CHANGE POLICY  
AND PROCEDURE

The College District recognizes the importance of timely identification of potential substantive changes so that the SACSCOC may be notified within the required time frame. Each semester, the SACSCOC liaison shall disseminate and review the SACSCOC's substantive change policy and procedure with the Service Operations Committee, the Curriculum Committee, and the President's Cabinet.

REPORTING  
SUBSTANTIVE  
CHANGES

The vice president of Academic Affairs shall be ultimately responsible for monitoring and reporting to SACSCOC any program substantive changes as reported by the Division Chairs and/or Outreach office. Each semester, prior to the finalization of the upcoming schedule of classes, each Division Chair and Outreach Office shall complete and submit to the Vice President of Academic Affairs a substantive change verification form, which shall be used to identify potential substantive changes that would require notification to the SACSCOC. Such notification may require:

1. A letter of notification and request for approval prior to implementation;
2. A letter of notification prior to implementation; or
3. A prospectus or modified prospectus prior to implementation.

In addition, any schedule changes made after the finalization of the course schedule shall require the completion of a schedule change form to ensure these changes shall not require a substantive change notification to the SACSCOC. The course schedule shall not be released until all program substantive change verification forms have been reviewed and approved. Additionally, no changes in program course offerings after final approval of the course schedule shall be made until all appropriate approvals and notifications are made. Any program changes requiring notification to the SACSCOC shall be forwarded to the SACSCOC liaison by the vice president for Academic Affairs for submission to the SACSCOC.

DEFINITION

Substantive change is a significant modification or expansion of the nature and scope of an accredited institution. Substantive change includes:

- Any change in the established mission or objectives of the institution
- Any change in legal status, form of control, or ownership of institution
- The addition of courses or programs that represent a significant departure, either in content or method of delivery, from those that were offered when the institution was last evaluated
- 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
- A change from clock hours to credit hours
- A substantial increase in the number of clock hours or credit hours awarded for successful completion of a program
- The establishment of an additional location geographically apart from the main campus at which the institution offers at least 50 percent of an educational program
- The establishment of a branch campus
- Closing a program, off-campus site, branch campus or institution
- Entering into a collaborative academic arrangement such as a dual degree program or a joint degree program with another institution
- Acquiring another institution or a program or location of another institution
- Adding a permanent location at a site where the institution is conducting a teach-out program for a closed institution
- Entering into a contract by which an entity not eligible for Title IV funding offers 25% or more of one or more of the accredited institution's programs

RESOURCES

Substantive Change Policy (SACSCOC) (pdf)