



REGULATIONS

REG No.: 119

Substantive Change Policy

I. PURPOSE

The purpose of the Wharton County Junior College Substantive Change policy is to ensure WCJC compliance with the SACSCOC policy on substantive change. See Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) website for the current SACSCOC policy. This policy will be reviewed annually to ensure ongoing compliance.

Member institutions of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) are required to notify the Commission of changes in accordance with the substantive change policy and, when required, seek approval prior to the initiation of changes. 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.

II. DEFINITIONS

From the SACSCOC Policy of Substantive Change dated July 2016:

- A. Substantive change is defined by SACSCOC as “a significant modification or expansion of the nature and scope of an accredited institution”. Under federal regulations, substantive change includes:
1. Any change in the established mission or objectives of the institution
 2. Any change in the legal status, form of control, or ownership of the institution
 3. 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
 4. 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
 5. A change from clock hours to credit hours
 6. A substantial increase in the number of clock or credit hours awarded for successful completion of a program
 7. 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
 8. The establishment of a branch campus
 9. Closing a program, off-campus site, branch campus or institution
 10. Entering into a collaborative academic arrangement that includes only the initiation of a dual or joint academic program with another institution
 11. Acquiring another institution or a program or location of another institution
 12. Adding a permanent location at a site where the institution is conducting a teach-out program for a closed institution

13. Entering into a contract by which an entity not eligible for Title IV funding offers 25 percent or more of one or more of the accredited institution's programs

III. POLICY

A. Compliance

Wharton County Junior College will be in full compliance with the Southern Association of College and Schools Commission on Colleges (SACSCOC) substantive change policy and procedures.

B. Verification

Verification of compliance will be reviewed on an annual basis.

II. PROCEDURES

All academic changes at WCJC are reviewed and approved by the Curriculum and Instructional Resources Committee. Instructional deans sit on the CIR and review all items for potential substantive change. The Vice President of Instruction (VPI) must approve recommendations from the CIR thus also reviews all items for potential substantive change.

Division chairs, instructional deans, and the VPI monitor off-campus instructional sites to ensure courses comply with the College's policies as well as enable these supervisors to monitor items for potential substantive change. The President reviews and approves all dual credit agreements with high schools upon recommendation of the VPI thus also monitors items for potential substantive change.

The procedure for non-academic changes such as the establishment of a branch campus, acquiring an institution, or entering into a contract with another entity requires review by the President's Executive Cabinet and approval by the President and Board of Trustees.

(POLICY APPROVAL: ___ - ___ - ___)

LAC/BAM
6-23-17

Appendix A

All agenda items in Instructional Council are required to have an accompanying Substantive Change Consideration Form except for the following:

1. Course title name changes
2. Updating course titles name change on degrees/certifications/skills awards
3. Prerequisite changes. (The course is already approved and in WCJC's inventory)