

# Polk State College Procedure

Subject	Reference	Date	Number
Substantive Change	FS 1001.64 FS 1001.65 Rule 4.32	5/1/2018	5037

## I. Purpose

The purpose of this Procedure is to ensure compliance with the substantive change reporting requirements of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

## II. Definition

A. SACSCOC's *Policy Statement on Substantive Change for SACSCOC Accredited Institutions* defines substantive change as a significant modification or expansion of the nature and scope of an accredited institution.

B. As per SACSCOC's policy and federal regulations, the following types of changes constitute a 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 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% of an educational program.
- 8) The establishment of a branch campus.
- 9) Closing a program, off-campus site, branch campus, or the 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% or more of one or more of the accredited institution's programs.

C. Additional types of substantive changes are outlined in the following sections.

## III. Procedure

A. The Vice President for Institutional Effectiveness, Accreditation, and Research and the Provost/Vice President for Academic Affairs are jointly responsible for the implementation of this Procedure.

- B. The Vice President for Institutional Effectiveness, Accreditation, and Research will review this Procedure with President's Staff on an annual basis to provide training, to ensure that the College's current programs and operations are in compliance, and to determine whether any possible or planned changes constitute a substantive change.
- C. The Vice President for Institutional Effectiveness, Accreditation, and Research or the Provost/Vice President for Academic Affairs will review this procedure with District Campus Group on a semi-annual basis to provide training, to ensure that the College's current programs and operations are in compliance, and to determine whether any possible or planned changes constitute a substantive change.
- D. The Vice President for Institutional Effectiveness, Accreditation, and Research and the Provost/Vice President for Academic Affairs will review all proposals received by the Academic Quality Council, District Campus Group, and President's Staff as well as requests made through the *Process for Requesting Course Offerings at Off-Campus Instructional Sites* (Attachment 1) to determine whether any proposed changes constitute a substantive change.
- E. It is the responsibility of all College administrators to be familiar with this Procedure and to contact the Vice President for Institutional Effectiveness, Accreditation, and Research regarding any possible or planned change that may constitute a substantive change under SACSCOC policy.
- F. When it is determined that a proposed change constitutes a substantive change, the Vice President for Institutional Effectiveness, Accreditation, and Research will be responsible for coordinating with the appropriate College personnel to prepare the notification or prospectus in accordance with the reporting procedures and timelines outlined in the following sections.
- G. In all cases when a substantive change is being considered, the Vice President for Institutional Effectiveness, Accreditation, and Research; Provost/Vice President for Academic Affairs; and other College personnel as appropriate shall refer to and adhere to the guidelines on the SACSCOC Substantive Change webpage, which may be accessed at <http://www.sacscoc.org/SubstantiveChange.asp> as well as the *Policy Statement on Substantive Change for SACSCOC Accredited Institutions*, which may be accessed at <http://www.sacscoc.org/pdf/081705/SubstantiveChange.pdf>.
- H. In accordance with SACSCOC policy, no change may be initiated until the appropriate notification is sent or until the change is approved by SACSCOC, as appropriate.

#### IV. Reporting Procedures

- A. Most substantive changes will be reported using one of the three procedures listed below. The table in the following section lists the procedure to be used for each type of substantive change.
  - 1) Procedure One for the review of substantive changes requiring approval prior to implementation. Notification may also be required.
  - 2) Procedure Two for the review of substantive changes requiring only notification prior to implementation. Some changes also require the submission of additional documents.
  - 3) Procedure Three for closing a program, site, branch campus, or institution.
- B. Substantive changes involving mergers or consolidations; acquiring a program or site from another institution; adding as a permanent location any site where the institution is conducting a teach-out for students of another institution that is closing; or changes in governance, ownership, means of control, or legal status are covered by SACSCOC's *Policy Statement on Mergers, Consolidations, Change of Ownership, Acquisitions, and Change of Governance, Control, Form, or Legal Status*, which may be accessed at <http://www.sacscoc.org/pdf/081705/Mergers.pdf>.
- C. Substantive changes related to the approval of direct assessment competency-based education programs are covered by SACSCOC's *Policy Statement on Direct Assessment Competency-Based Educational Programs*, which may be accessed at <http://www.sacscoc.org/pdf/081705/DirectAssessmentCompetencyBased.pdf>.

V. Types of Substantive Change

Type 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	See <i>Application for a Member Institution Seeking Accreditation at a Higher or Lower Degree Level</i> . Due Dates: March 15 (for June review) September 1 (for December review)
Initiating off-campus sites (including Early College High School and dual enrollment programs offered at the high school) Student can obtain 50% or more credits toward a program  Student can obtain 25-49% of credits toward a program Student can obtain 24% or less credits toward a program				
	Procedure 1	No	Yes	Cover sheet and prospectus. Due Dates: January 1 for 7/1-12/31 implementation July 1 for 1/1-6/30 implementation
	Procedure 2	Yes	No	Letter of Notification, including street address and implementation date.
	N/A	No	No	N/A
Expanding at current degree level (significant departure from current programs)	Procedure 1	No	Yes	Cover sheet and prospectus. Due Dates: January 1 for 7/1-12/31 implementation. July 1 for 1/1-6/30 implementation.
Expanding program offerings at previously approved off-campus sites Adding programs that are significantly different from current programs at the site and at the institution Adding programs that are not significantly different from current programs at the site Adding programs that are significantly different from current programs at the site but not at the institution				
	Procedure 1	No	Yes	Cover sheet and prospectus. Due Dates: January 1 for 7/1-12/31 implementation. July 1 for 1/1-6/30 implementation.
	N/A	No	No	N/A
	N/A	No	No	N/A

Type of Change	Procedure or Policy	Prior Notification Required	Prior Approval Required	Documentation and Time Frame for Contacting SACSCOC
Initiating degree completion programs	Procedure 1	No	Yes	Cover sheet and prospectus. Due Dates: January 1 for 7/1-12/31 implementation. July 1 for 1/1-6/30 implementation.
Initiating a branch campus (See SACSCOC policy for the definition of a branch campus)	Procedure 1	No	Yes	Cover sheet and prospectus. Due Dates: January 1 for 7/1-12/31 implementation. July 1 for 1/1-6/30 implementation.
Initiating distance learning Offering 50% or more of the first program for the first time  Offering 25-49% of the first program for the first time  Offering 24% or less of the first program for the first time				
	Procedure 1	No	Yes	Cover sheet and prospectus. Due Dates: January 1 for 7/1-12/31 implementation. July 1 for 1/1-6/30 implementation.
	Procedure 2	Yes	No	Letter of Notification.
N/A	No	No	N/A	
Entering into a contract with an entity not certified to participate in USDOE Title IV programs  The entity provides 25% or more of an educational program offered by the SACSCOC accredited institution  The entity provides less than 25% of an educational program offered by the SACSCOC accredited institution				
	Procedure 1	No	Yes	Cover sheet and prospectus. Due Dates: January 1 for 7/1-12/31 implementation. July 1 for 1/1-6/30 implementation.
	Procedure 2	Yes	No	Letter of notification and copy of signed agreement.
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 <i>Policy Statement on Agreements Involving Joint and Dual Academic Awards</i>	No	Yes	Cover sheet and prospectus. Copy of signed agreement, contact information for each institution, and additional details on non-SACSCOC institutions(s) involved. See policy. Due Dates: January 1 for 7/1-12/31 implementation. July 1 for 1/1-6/30 implementation.

Type of Change	Procedure or Policy	Prior Notification Required	Prior Approval Required	Documentation and Time Frame for Contacting SACSCOC
Initiating dual or joint degree with at least one institution not accredited by SACSCOC	See SACSCOC <i>Policy Statement on Agreements Involving Joint and Dual Academic Awards</i>	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 dual or joint degrees with other SACSCOC accredited institution(s)	See SACSCOC <i>Policy Statement on Agreements Involving Joint and Dual Academic Awards</i>	At least 6 months prior to implementation	No	Acceptance of notification, copy of signed agreement, and contact information for each institution. See policy.
Initiating a direct assessment competency-based program	See SACSCOC <i>Policy Statement on Direct Assessment Competency-Based Educational Programs</i>	Yes Complete <i>Screening Form</i> See policy	Yes	Submit "Screening Form" with letter of notification. Commission staff will notify if a prospectus is required. Due dates: March 15 (for June review) September 1 (for December review)
Initiating a merger/consolidation with another institution Changing governance, ownership, control, or legal status of an institution Acquiring any program or site from another institution 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 <i>Policy Statement on Mergers, Consolidations, Change of Ownership, Acquisitions, and Change of Governance, Control, Form, or Legal Status</i>	Yes: December 15 (for June review) June 1 (for December review)	Yes	Cover sheet, institutional summary form, and prospectus. See policy for additional documentation required.
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.
Altering significantly the educational mission of the institution	Procedure 1	No	Yes	Cover sheet and modified prospectus. Contact SACSCOC staff for guidance.

Type of Change	Procedure or Policy	Prior Notification Required	Prior Approval Required	Documentation and Time Frame for Contacting SACSCOC
Initiating programs or courses offered through contractual agreement or consortium	Procedure 2	Yes	No	Letter of notification and copy of signed agreement.
Altering significantly the length of a program	Procedure 1	No	Yes	Cover sheet and modified prospectus. Contact SACSCOC staff for guidance.
Adding a site under a U.S. military contract for a previously approved program	Procedure 1	No	Yes	Cover sheet and modified prospectus. Contact SACSCOC staff for guidance.
<p>Initiating a certificate program</p> <p>At a new off-campus site at employer's request and on short notice (previously approved program)</p> <p>At employer's request and on short notice that is a significant departure from previously approved programs</p> <p>At employer's request and on short notice using existing approved courses and location</p> <p>Not at employer's request and not on short notice using existing approved courses and location</p>				
	Procedure 1	No	Yes	Cover sheet and modified prospectus. Contact SACSCOC staff for guidance.
	Procedure 1	No	Yes	Cover sheet and modified prospectus. Contact SACSCOC staff for guidance.
	N/A	No	No	N/A
	N/A	No	No	N/A
<p>Closing a program, approved off-campus site, branch campus, or institution</p> <p>The institution plans to teach out its own students</p> <p>The institution plans to contract with another institution(s) to teach out students</p>				
	Procedure 3	Yes	Yes	Description of teach-out plan included with letter of notification.
	Procedure 3	Yes	Yes	Description of teach-out plan, copy of signed teach-out agreement(s) detailing terms included with letter of notification.

History:        Adopted: 5/1/2018

	5/4/18		5/4/18
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
			5/4/18
President's Approval			Date