



<b>Title:</b>	Substantive Change Policy
<b>Effective Date:</b>	08/01/2020
<b>Last Revision Date:</b>	11/04/2022
<b>Office:</b>	Academic Affairs

## Substantive Change Policy

### Purpose

The purpose of this policy is to establish a framework that ensures compliance with the Southern Association of Colleges and Schools Commission on College's Substantive Change Policy Statement. As a condition of continued accreditation by the SACSCOC, substantive changes to the institutional structure and to course delivery, curricula, physical location, or level require prior review and approval. It is the responsibility of Northshore Technical Community College to monitor proposed academic and non-academic changes and take appropriate action in reporting substantive changes to the SACSCOC.

### Scope

Accreditation or the reaffirmation of accreditation is granted to cover an institution as it exists at the time of evaluation. SACSCOC requires that substantive changes (defined in the Substantive Change Policy Statement) be presented to the Commission for prior review and approval in order for them to be included within the scope of an institution's accreditation. Substantive change may be as a result of additional location, relocation, contractual agreement, branch campus, reclassification of a location, branch campus, and/or an institution, etc.

**Definition:** Substantive change is a significant modification or expansion of the nature and scope of an accredited institution. Under federal regulations, 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 the 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 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% of an educational program.
- The establishment of a branch campus



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- Closing a program, off-campus site, branch campus or institution
- Entering into a collaborative academic arrangement that includes only the initiation of a dual or joint academic 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.

**Procedures:** Northshore Technical Community College has developed and implemented the following system to ensure that the institution maintains compliance with the Southern Association of Colleges and Schools Commission on College's Substantive Change Policy Statement:

- It is the responsibility of the Provost & Vice Chancellor of Academic Affairs to proactively monitor all proposed college changes and bring them before the Academic Affairs Committee. Changes are reported to the Chair and the Academic Affairs Committee. The Academic Affairs Committee discusses possible changes planned for the College that might be substantive in nature and examines the institution's current offerings and operations to make certain the College is in compliance with the SACSCOC Commission's Substantive Change policy.
- Proposed changes are reviewed by the committee to determine if they are substantive. If any of the changes are substantive, then the committee also determines the specific procedure for reporting the change to the SACSCOC Commission.
- The Chancellor and Accreditation liaison are responsible for notifying the Commission of any substantive changes.
- If the Commission requires the institution to write a prospectus or prepare additional documentation beyond the notification letter, the Accreditation Liaison, with assistance from the Provost & Vice Chancellor of Academic Affairs, is responsible for preparing the documentation and for organizing any onsite substantive change visits. Additional committees can also be organized to assist in these tasks.

*Review Process:*

<b>X</b>	<b>Reviewing Entity</b>	<b>Review Date</b>	<b>Effective Date</b>
X	Chancellor	11/04/2022	08/01/2020
X	College Leadership Committee	11/04/2022	08/01/2020
X	Academic Affairs Committee	10/21/2022	08/01/2020

*Distribution:*

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