

COLLEGE of CHARLESTON

OFFICIAL POLICY

7.6.8

Substantive Change

06/06/2016

Policy Statement

The College of Charleston is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The U.S. Department of Education recognizes SACSCOC as an agency whose accreditation enables its members to seek eligibility to participate in Title IV programs. As a standard of accreditation the College must notify the SACSCOC of substantive changes before they occur, as stated in the SACSCOC substantive change policy. Substantive change is a significant modification or expansion in the nature and scope of an accredited institution. The SACSCOC policy on substantive change incorporates federal requirements into its substantive change policy and procedures (34 CFR 602.22). This College of Charleston policy applies to all types of substantive changes.

Policy Manager and Responsible Department or Office

The president is required to notify the College's accrediting organization of any proposed changes to the College's essential structure. The College's faculty, staff and administration are obligated to assist in recognizing and reporting such substantive changes.

Purpose/Reason for the Policy

The purpose of this policy is to establish institutional procedures for recognizing and approving substantive change and ensuring timely notification to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). "Substantive Change"—as it is termed by the SACSCOC—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.
- 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