

COLLEGE of CHARLESTON

OFFICIAL POLICY

7.6.8

Substantive Change

01/03/2019

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

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.

Failure of the president to report these and other planned substantive changes (described in the table below) can result in loss of accreditation.

Departments/Offices Affected by the Policy

College of Charleston/All Units

Procedures Related to the Policy

Responsibilities of administrators including vice presidents, the provost, associate provosts, deans, associate deans and program coordinators

The administrative heads of both academic and non-academic units are responsible for being knowledgeable as to what SACSCOC considers a "significant modification or expansion of the nature and scope of an accredited institution" and for being aware of related accreditation information (see <http://www.sacscoc.org>).

Administrative heads of both academic and non-academic units are responsible for the development, implementation, and ongoing review of processes that are consistent with the substantive change policy, including publication of and adherence to relevant timelines, submission deadlines, and approval forms.

It is the duty of administrators to ensure that the College's SACSCOC Accreditation Liaison is notified of planning for a modification that may prove substantive. The president remains informed of all substantive changes that require submission to SACSCOC. ***Implementation of a change that clearly is substantive cannot occur until the College complies with SACSCOC procedures and receives approval as appropriate.***

To ensure that proposals that may be considered substantive changes are reported correctly, it is recommended that all administrators review school/department annual reports, committee minutes, and other reports of institutional actions in light of the substantive change policy.

This College policy established by the president shall appear on the College's website and, following annual review at the beginning of each fall semester, be distributed electronically by the College's SACSCOC liaison to all of the above-named administrators.

Any revisions to this policy shall be incorporated in the policy itself, as published on the College's website. In addition, an announcement regarding the revised policy shall be distributed via email or other electronic means to the College's faculty, staff, and administration.

Reporting responsibilities required by SACSCOC

SACSCOC's specifications of timelines for notification and means of requesting approval appear in the table below.

| Types 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 | Application for Level Change Due dates: March 15 (for June review) September 1 (for December review) |
| Initiating off-campus sites where student can obtain 50% or more credits toward a program (including but not limited to Early College High School, dual enrollment programs offered at a high school, and certificate programs that are not at employer's request and not on short notice) | Procedure 1 | No | Yes | Cover Sheet Prospectus (See Appendix B of this document) Due dates: January 1 for 7/1-12/31 implementation July 1 for 1/1-6/30 implementation |
| Expanding at current degree level (<i>significant departure from current programs</i>). | | | | |
| Expanding program offerings at previously approved off-campus sites by adding programs that ARE significantly different from current programs at the site AND at the institution | | | | |
| Initiating degree completion programs | | | | |
| Initiating a branch campus (See definition of "branch campus" on p. 3 of this document.) | | | | |
| Initiating distance learning by offering 50% or more of the first program for the first time | | | | |
| Relocating a main or branch campus | | | | |
| Entering into a contract with an entity not certified to participate in USDOE Title IV programs if the entity provides 25% or more of an educational program offered by the SACSCOC accredited institution | | | | |

| Types of Change | Procedure or Policy | Prior Notification Required | Prior Approval Required | Documentation and Time Frame for Contacting SACSCOC |
|---|--|--|-------------------------|---|
| 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 policy "Agreements Involving Joint and Dual Academic Awards" | No | Yes | <p>Cover Sheet Prospectus (See Appendix B of this document)</p> <p>Due dates: January 1 for 7/1-12/31 implementation July 1 for 1/1-6/30 implementation</p> <p>Copy of signed agreement, contact information for each institution, and additional details on non-SACSCOC institution(s) involved. See Policy</p> |
| Initiating dual or joint degree with at least one institution <u>not</u> accredited by SACSCOC | See SACSCOC Policy "Agreements Involving Joint and Dual Academic Awards" | 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 a program or courses delivered through cooperative academic arrangement | Procedure 2 | At least 6 months prior to implementation | No | Acceptance of notification, copy of signed agreement, contact information for each institution/entity |
| Initiating a direct assessment competency-based program | See SACSCOC Policy "Direct Assessment-Competency-Based Educational Programs" | Yes – Screening Form | Yes | Submit "Screening Form" with letter of notification. If Prospectus is required, Due dates: March 15 (for June review) September 1 (for December review) |
| Initiating a merger/consolidation with another institution | See SACSCOC Policy: "Merger/Consolidation, Acquisition, Change of Ownership, and Change of Governance, Control, Form, or Legal Status – Substantive Change for SACSCOC Accredited Institutions Policy Statement" | Yes: December 15 (for June review); June 1 (for December review) | Yes | <p>Cover Sheet Institutional Summary Form Prospectus (See Appendix in SACSCOC Policy: "Merger/Consolidation, Acquisition, Change of Ownership, and Change of Governance, Control, Form, or Legal Status – Substantive Change for SACSCOC Accredited Institutions Policy Statement")</p> <p>Due dates: March 15 (for June review); September 1 (for December review)</p> |
| Changing governance, ownership, control, or legal status of an institution | | | | |
| Acquiring an institution or location (including programs) of 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 | | | | |

| Types of Change | Procedure or Policy | Prior Notification Required | Prior Approval Required | Documentation and Time Frame for Contacting SACSCOC |
|--|--|---|-------------------------|--|
| Initiating a certificate program at a new off-campus site at employer's request and on short notice (previously approved program) | Procedure 1 | No | Yes | Cover Sheet Modified prospectus Contact Commission Staff. |
| Initiating a certificate program that is a significant departure from previously approved programs at employer's request and on short notice | | | | |
| Adding a site under a U.S. military contract for a previously approved program | | | | |
| Altering significantly the length of a program | | | | |
| Altering significantly the educational mission of the institution | | | | |
| 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 |
| Initiating dual or joint degrees with other SACSCOC accredited institution(s) | See SACSCOC Policy "Agreements Involving Joint and Dual Academic Awards" | At least 6 months prior to implementation | No | Acceptance of notification, copy of signed agreement and contact information for each institution. See Policy. |
| Initiating programs or courses offered through contractual agreement or consortium | Procedure 2 | Yes | No | Letter of notification and copy of signed agreement |
| Entering into a contract with an entity not certified to participate in USDOE Title IV programs if the entity provides less than 25% of an educational program offered by the SACSCOC accredited institution | | | | |

| Types of Change | Procedure or Policy | Prior Notification Required | Prior Approval Required | Documentation and Time Frame for Contacting SACSCOC |
|--|---------------------|-----------------------------|-------------------------|---|
| Initiating off-campus sites where student can obtain 25-49% of credits toward a program (including but not limited to Early College High School, dual enrollment programs offered at a high school, and certificate programs that are not at employer's request and not on short notice) | Procedure 2 | Yes | No | Letter of notification including street address and implementation date |
| Initiating distance learning by offering 25-49 of the first program for the first time | | | | |
| Closing a program, approved off-campus site, branch campus, or institution where the institution plans to teach out its own students | Procedure 3 | Yes | Yes | Description of teach-out plan included with letter of notification |
| Closing a program, approved off-campus site, branch campus, or institution where the institution plans contracts with another institution(s) to teach-out students (Teach-out Agreement) | Procedure 3 | Yes | Yes | Description of teach-out plan, copy of signed teach-out agreement(s) detailing terms included with notification |

| Types of Change | Procedure or Policy | Prior Notification Required | Prior Approval Required | Documentation and Time Frame for Contacting SACSCOC |
|---|---------------------|-----------------------------|-------------------------|---|
| Initiating a certificate program at employer's request and on short notice using existing approved courses and location | NA | No | No | NA |
| Initiating certificate program (not at employer's request and not on short notice) using existing approved courses and location | | | | |
| Initiating off-campus sites (including Early College High School and dual enrollment programs offered at the high school) where student can obtain 24% or less of credits toward a program | | | | |
| Expanding program offerings at previously approved off-campus sites by adding approved programs that ARE NOT significantly different from current programs at the site | | | | |
| Expanding program offerings at previously approved off-campus sites by adding approved programs that ARE significantly different from current programs at the site but NOT at the institution | | | | |
| Initiating distance learning by offering 24% or less of any program for the first time | | | | |

Related Policies, Documents or Forms

SACSCOC Substantive Change
SACSCOC Unreported Substantive Change
SACSCOC Agreements Involving Joint and Dual Academic Awards
SACSCOC Interpretation of standard 9.2 (Program length)
SACSCOC Merger/Consolidation, Acquisition, Change of Ownership, and Change of Governance, Control, Form, or Legal Status– Substantive Change for SACSCOC Accredited Institutions Policy Statement

Review Schedule

Issue Date: 04/10/2013
Issue Date of Policy Revision: 01/03/2019
Implementation Date: 01/03/2019

Next Review: 10/01/2024

APPROVAL

By: Stephen G. Rehms
Board of Trustees and/or President