

01-06-00 Substantive Change Policy

PURPOSE

The purpose of this policy is to ensure that all substantive changes are reported in accordance with policies of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

DEFINITIONS

- **SACSCOC.** Southern Association of Colleges and Schools Commission on Colleges.
- **SACSCOC Accreditation Liaison.** Employee designated by the college President to serve as the primary contact person for the SACSCOC staff and to coordinate documentation of college activities that demonstrate compliance with accreditation requirements.
- **Substantive Change.** Significant modification or expansion of the nature and scope of an accredited institution.

POLICY/GUIDELINE

The SACSCOC accreditation liaison, who is appointed by the President, has ultimate responsibility for ensuring that all substantive changes are reported in accordance with SACSCOC policies.

Under federal regulations, substantive changes include:

1. Any change in the mission or objective of the institution.
2. Any changes 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 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 such as a dual degree program or a joint degree 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.
14. The addition of competency-based direct assessment programs.

This list of types of substantive changes is subject to change if federal regulations change or if SACSCOC substantive change policy is altered. It is the responsibility of the SACSCOC accreditation liaison to remain knowledgeable of SACSCOC substantive change requirements and to track submissions and approval of substantive changes for the college.

SOURCES

- SACSCOC Standard 14.2

RELATED POLICIES

- N/A

Approved by NSCC Cabinet 2/24/25