

Substantive Change Policy:

*Approved By and Date:
Board of Trustees, 2-27-17
Executive Leadership Team, 2- 2-17*

To be in compliance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) policy on substantive change, Kilgore College personnel must closely monitor the College's activities in order to ensure that SACSCOC is appropriately notified. Instructional administrators, in particular, should be familiar with what constitutes substantive change and should immediately notify the vice president of instruction and the accreditation liaison if substantive change notification must be made to the Commission.

Substantive Change Procedures:

*Approved By and Date:
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According to the SACSCOC policy statement on substantive change, "substantive change is a significant modification or expansion in the nature and scope of an accredited institution" (<http://www.sacscoc.org/pdf/081705/SubstantiveChange.pdf>). The policy statement outlines the following institutional obligations:

1. Member institutions are required to notify the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) of changes in accordance with the substantive change policy and, when required, seek approval prior to the initiation of changes.
2. Member institutions are required to have a policy and procedure to ensure that all substantive changes are reported to the Commission in a timely fashion.

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
- 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

While it is expected that information on potential substantive changes will be communicated to the vice president of instruction and the accreditation liaison as soon as is feasible following the decision to make the change, it is important to have a procedure in place to insure that no potential substantive changes are overlooked. Therefore, the vice president of instruction and the accreditation liaison will meet with the Instructional Council once each fall and spring semester to determine if substantive change submission is needed. The fall semester meeting shall take place no later than October 1 for changes to be implemented between July 1 and December 1 of the following year, with any necessary submissions made by January 1 of the following year. The spring semester meeting shall take place no later than April 1 for changes to be implemented between January 1 and June 30 of the following year, with any necessary submissions made by July 1 of the current year.

Substantive change submissions for new programs and expanded offerings at off-site locations that fall outside of the required time frame for notifying the Commission should be avoided if at all possible. Submission outside of the appropriate time frame will only be made with permission of the president and is reserved for those occasions on which there is a request from an outside entity, such as a business or school district, to offer a new program or expand course offerings.

Once a substantive change is identified, the following steps will be followed:

- Accreditation liaison determines whether the change requires notification only or prior approval.
- Accreditation liaison determines the appropriate documentation to be submitted to SACSCOC based on the type of substantive change (i.e., whether prospectus or abbreviated prospectus is required).
- Accreditation liaison coordinates development of appropriate notification and documentation for submission to SACSCOC.
- Accreditation liaison mails notification letter and, if applicable, all required documents and Commission forms to SACSCOC. Accreditation liaison maintains a hard copy of all documents mailed.
- Accreditation liaison enters date of submission and type of change into Substantive Change Log stored electronically on SACSCOC shared drive.
- Accreditation liaison is responsible for coordination and submission of any additional information requested by SACSCOC.
- Once the College receives notification of the Commission's decision on the change, accreditation liaison logs the date of approval or denial into Substantive Change Log and notifies all relevant personnel of the Commission's decision. Hard copy of notification is filed in accreditation liaison's office