



Substantive Change

Substantive Change Policy

Approved by and date:

Board of Trustees 02/27/2017

Executive Leadership Team 02/02/2017

Policy:

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.

Procedures:

Approved by and date:

Executive Leadership Team 10/19/2020

According to the SACSCOC policy statement entitled "Substantive Change Policy and Procedures", "a substantive change is a significant modification or expansion of the nature and scope of an accredited institution." KC is required to notify or secure SACSCOC approval prior to implementing a substantive change

Under federal regulations, substantive change includes:

- Substantially changing the established mission or objectives of an institution or its programs.
- Changing the legal status, form of control, or ownership of an institution.
- Changing the governance of an institution.
- Merging / consolidating two or more institutions or entities.
- Acquiring another institution or any program or location of another institution.
- Relocating an institution or an off-campus instructional site of an institution (including a branch campus).
- Offering courses or programs at a higher or lower degree level than currently authorized.
- Adding graduate programs at an institution previously offering only undergraduate programs (including degrees, diplomas, certificates, and other for-credit credential).
- Changing the way an institution measures student progress, whether in clock hours or credit-hours; semesters, trimesters, or quarters; or time-based or non-time-based methods or measures.
- Adding a program that is a significant departure from the existing programs, or method of delivery, from those offered when the institution was last evaluated.
- Initiating programs by distance education or correspondence courses.
- Adding an additional method of delivery to a currently offered program.

- Entering into a cooperative academic arrangement.
- Entering into a written arrangement under 34 C.F.R. § 668.5 under which an institution or organization not certified to participate in the title IV Higher Education Act (HEA) programs offers less than 25% (notification) or 25-50% (approval) of one or more of the accredited institution's educational programs.
- Substantially increase or decreasing the number of clock hours or credit hours awarded or competencies demonstrated, or an increase in the level of credential awarded, for successful completion of one or more programs.
- Adding competency-based education programs.
- Adding each competency-based education program by direct assessment.
- Adding programs with completion pathways that recognize and accommodate a student's prior or existing knowledge or competency.
- Awarding dual or joint academic awards.
- Re-opening a previously closed program or off-campus instructional site.
- Adding a new off-campus instructional site/additional location including a branch campus.
- Adding a permanent location at a site at which an institution is conducting a teach-out program for students of another institution that has ceased operating before all student have completed their program of study.
- Closing an institution, a program, a method of delivery, an off-campus instructional site, or a program at an off-campus instructional site.

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 will focus on 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 will focus on 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:

- a. Accreditation liaison determines whether the change requires notification only or prior approval.
- b. Accreditation liaison determines the appropriate documentation to be submitted to SACSCOC based on the type of substantive change (i.e., whether prospectus or modified prospectus is required).
- c. Accreditation liaison coordinates development of appropriate notification and documentation for submission to SACSCOC.

- d. Accreditation liaison submits notification letter and, if applicable, all required documents and Commission forms to SACSCOC. Accreditation liaison maintains a hard copy of all documents submitted.
- e. Accreditation liaison enters date of submission and type of change into Substantive Change Log stored electronically on SACSCOC shared drive.
- f. Accreditation liaison is responsible for coordination and submission of any additional information requested by SACSCOC.
- g. Once the College receives notification of the Commission's decision on the change, accreditation liaison logs the date of acknowledgement/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.