



Substantive Change Procedure

Purpose

The purpose of this procedure is to ensure compliance and timely reporting of Substantive Changes as defined by the SACSCOC Substantive Change Policy and Hill College Board Policy GK (Local). SACSCOC defines substantive change as ***“a significant modification or expansion of the nature and scope of an accredited institution.”***

For Hill College, a substantive change would address the following:

- 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
 - Expanding at current degree level (significant departure from current programs);
 - Initiating a certificate program at employer's request and on short notice;
 - Initiating other certificate programs;
 - Altering significantly the length of a program;
- 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

Institutional Substantive Changes

Once a change has been identified at the institutional level, the College President will work with the SACSCOC Liaison to facilitate the substantive change notification required by SACSCOC.

Instructional Program Substantive Changes

The Vice President of Instruction is ultimately responsible for monitoring and reporting instructional substantive changes. Annually, during monthly Instructional Council meetings, the Vice President of Instruction will schedule a time for the SACSCOC Liaison to meet with Instructional Deans in order to identify any program changes that may meet the definition of "substantive change." Any changes that are in progress, planned for the future, or anticipated to be required at some later date, will be identified.

Once a change has been identified and an anticipated date of implementation has been estimated, the Vice President of Instruction, the Deans, and the SACSCOC Liaison will work with the program(s) involved in order to submit the required notification to SACSCOC. Such notification may require:

- o Letter of Notification, Prospectus or Modified Prospectus and request for **approval prior to implementation**
- o Letter of Notification **prior to implementation**

Monitoring and Reporting Conditions Requiring Substantive Changes

The SACSCOC Liaison will maintain and publish a list of currently approved programs and off-campus locations. The Vice President of Instruction is ultimately responsible for monitoring and reporting program substantive changes as reported by the college deans and program coordinators. Each semester, prior to the finalization of the upcoming schedule of classes, each program coordinator will complete a Substantive Change Verification Form which will be used to identify potential substantive changes which would require notification to SACSCOC.

Any program changes requiring notification to SACSCOC will be forwarded to the SACSCOC Liaison by the Vice President for Instruction for submission to SACSCOC. The following individuals are responsible for monitoring and reporting potential substantive changes.

SACSCOC Liaison

The SACSCOC Liaison will be responsible for annually reviewing with the President's Council, Curriculum Committee, and Instructional Council the SACSCOC Substantive Change Policy and any changes in reporting requirements. The Liaison or designee will serve as an Ex-Officio on the Curriculum Committee to ensure program changes are in compliance with the Substantive Change Policy. In addition, the SACSCOC Liaison will

serve as a resource to all college personnel to assist them in substantive change reporting.

Vice President for Instruction

The Vice President for Instruction (VPI) has the ultimate responsibility for ensuring substantive changes for academic and workforce education programs are approved and submitted to the SACSCOC Liaison for timely reporting. The VPI will approve all program changes related to SACSCOC Substantive Change and will provide all necessary documentation to the SACSCOC Liaison for submission to SACSCOC. The VPI will be responsible for communicating all approvals to the Deans.

Instructional Deans

The Dean will be responsible for monitoring and advising programs on issues related to substantive change. The Dean will review and approve all program changes, additions, deletions, calculations of program availability via distance learning and at off-campus locations, including dual credit. The Dean will be responsible for ensuring that no changes are made until all of the appropriate approvals have been received by the SACSCOC Liaison through the Vice President of Instruction.

Program Coordinators

Each Program Coordinator will be responsible for tracking, calculating, and reporting any changes in program offerings to include: (1) new programs, (2) changes in current program offerings, (3) the percentage of their programs available via distance learning, (4) the percentage of their programs available at all off-campus locations, and (5) program deactivations. The Coordinator will be responsible for monitoring current approved percentages for their programs and will ensure that all changes are reported prior to implementation following the SACSCOC Substantive Change Policy. The Coordinator will use the Substantive Change Form to report all program changes and will ensure changes are implemented only after receiving the completed and approved Substantive Change Form back from the Vice President of Instruction and the appropriate Dean.

Dissemination of Substantive Change Policy and Procedure

Hill College recognizes the importance of timely identification of potential substantive changes so that SACSCOC may be notified within the required time frame (usually 6 or 12 months). There are three bodies at Hill College that may make changes that meet the definition of a "substantive change." In order to ensure that these bodies are aware of the requirements of the Reporting of Substantive Change Policy and Procedure, the following actions will be taken.

Annually, the SACSCOC Liaison will review the Reporting of Substantive Change Policy and Procedure with:

- The President's Council, as the Council is the body that might make changes that result in Institutional Substantive Changes.
- The Instructional Council, as the Council is the body that might make changes that result in Instructional Program Substantive Changes.
- The Curriculum Committee, as the Committee is responsible for approving new/changes to Instructional Programs.

A semi-annual review of the SACSCOC Substantive Change policy located at: <http://www.sacscoc.org/pdf/081705/SubstantiveChange.pdf> will be conducted by the SACSCOC Liaison for any necessary changes to the college policy or procedure. When updated, an email will be sent by the SACSCOC Liaison to all Hill College employees with a link to the policy and procedure on the college website.