



Category
<b>SUBSTANTIVE CHANGE – 1:08:10:09</b>
Approval
<b>Leadership Council Approved:</b> July 28, 2017
<b>Effective Date/Approved:</b> July 28, 2017
<b>Revised:</b> N/A
<b>Responsible Party:</b> SACSCOC Liaison

**I. PURPOSE**

The purpose of the Substantive Change policy is to ensure that the appropriate college officials monitor potential SACSCOC substantive changes and to assist the college in initiating substantive change requests in accordance with SACSCOC’s Substantive Change Policy for SACSCOC Accredited Institutions.

**II. SACSCOC DEFINITION OF SUBSTANTIVE CHANGE**

All SACSCOC institutions must notify the Commission of changes addressed in SACSCOC’s Substantive Change Policy and, when required, seek approval before implementing the change. SACSCOC defines Substantive Change as “[. . .] a significant modification or expansion of the nature and scope of an accredited institution.”

**SACSCOC Substantive Changes**

Adapted from SACSCOC’s Substantive Change Policy for SACSCOC Accredited Institutions

- 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 that is different from that which is included in the institution’s current accreditation or reaffirmation
- A change from clock 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
- The closure of a program, off-campus site, branch campus, or institution
- Collaborative academic arrangements that include only the initiation of dual or joint academic programs with another institution
- The acquisition of another institution or a program or location of another institution

- The addition of a permanent location at a site where the institution is conducting a teach-out program for a closed institution
- Establishment of 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

It is the responsibility of the institution to follow SACSCOC's Substantive Change Policy and to report changes in a timely manner: "Failure of an institution to gain approval for substantive changes involving programs that qualify for federal financial assistance could result in the institution jeopardizing such funding."

Before implementing any change identified above, the responsible individual must submit the Substantive Change Form (see pp. 3-4) to Motlow State Community College's SACSCOC Liaison, who will review the change, recommend appropriate action, and notify the MSCC SACSCOC Substantive Change Committee for discussion. The liaison will determine if proposed changes will result in the need for a substantive change as defined by SACSCOC; advise submitter of the Substantive Change Form whether a proposed change is a substantive change and whether that change requires a letter, prospectus, or no action; and discuss all submissions with the Substantive Change Committee.

### **III. SUBSTANTIVE CHANGE COMMITTEE MEMBERS AND RESPONSIBILITIES**

- A. The committee will include the following:
  1. Vice President for Academic Affairs (VPAA)
  2. Vice President for Quality Assurance and Performance Funding (VPQAPF)
  3. SACSCOC Liaison
  4. Director of Institutional Effectiveness and Assessment
  5. All Academic Deans and Assistant Deans
  6. Coordinator of Academic and Adjunct Services
- B. The committee will meet at least three times per year, in early August, January, and May, prior to the beginning of the terms. All potential substantive changes identified above must come to the Substantive Change Committee before implementation; this includes all new academic programs and teaching locations. Additional meetings may be called at the discretion of the VPAA, VPQAPF, or liaison. At each meeting, the committee will review a report of program percentage taught at every location to ensure that MSCC does not offer in excess of 24.9% at locations for which SACSCOC has not been notified and 49.9% at locations for which SACSCOC has been notified but the institution has not submitted prospectuses. This real-time report is kept by the Coordinator of Academic and Adjunct Services and is available at any time in the Office of the Vice President for Academic Affairs.
- C. The SACSCOC Liaison will serve as committee chair.
- D. The Executive Secretary for Academic Affairs will take minutes and maintain them in the Vice President for Academic Affairs Office.



# MOTLOW STATE COMMUNITY COLLEGE

## Substantive Change Audit Form

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## SACSCOC Substantive Changes

Adapted from SACSCOC's Substantive Change Policy for SACSCOC Accredited Institutions

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Before implementation of any change identified above, the responsible individual must submit the following Substantive Change Form to Motlow State Community College's SACSCOC Liaison, who will review the change, recommend appropriate action, and notify the MSCC SACSCOC Substantive Change Committee for discussion.



# MOTLOW STATE COMMUNITY COLLEGE

Form submitted by \_\_\_\_\_ Email \_\_\_\_\_  
 Title \_\_\_\_\_ Department \_\_\_\_\_  
 Type of Substantive Change \_\_\_\_\_

**CHECKLIST**

This Initiative:	Yes	No	Unclear
Expands at current degree level (significant departure from current programs – no closely related counterpart exists among previously approved programs in the curriculum) <ul style="list-style-type: none"> <li>• Are new faculty required?</li> <li>• Are &gt;25% of the courses new?</li> <li>• Are ≥50% of the courses new?</li> <li>• Are new library or other learning resources required?</li> </ul>			
Initiates or expands off-campus sites where <ul style="list-style-type: none"> <li>• Student can obtain 50% or more credits toward a program.</li> <li>• Student can obtain 25-49% of credits toward a program.</li> <li>• Adds significantly different program (see above) at an approved site.</li> </ul>			
Initiates programs/courses offered through contractual agreement or consortium			
Closes a program/institution <ul style="list-style-type: none"> <li>• Closes a program with an internal teach-out protocol</li> <li>• Closes a program with a teach-out agreement with another institution</li> <li>• Closes an institution/site</li> </ul>			
Alters significantly the length of a program <ul style="list-style-type: none"> <li>• The change has noticeable impact on program's completion time</li> </ul>			
Other changes identified in SACSCOC Substantive Change Policy <small>(Attach Description)</small>			

**Description of proposed change and proposed timeframe (Attach addition information, if necessary):**

**Submitted by (signature)** \_\_\_\_\_ **Date** \_\_\_\_\_

**Review and Recommendation for Action (To be completed by the Liaison):**  
 \_\_\_ No action needed      \_\_\_ Letter of Notification      \_\_\_ Prospectus

**Accreditation Liaison (signature)** \_\_\_\_\_ **Date** \_\_\_\_\_