

- This is a generic version of the Substantive Change Workshop slides. The slides you may see at a workshop or session may differ, adjusted for audience, time, and purpose.
- Some recent changes to substantive change policy or practices may not be reflected on these slides; always refer to the current substantive change policy and related policies for the most up-to-date information. The policy is available online at <http://www.sacscoc.org/pdf/081705/SubstantiveChange.pdf>
- These slides are designed to accompany a presentation and discussion; i.e., they are not intended to stand alone. Many slides state a topic with no supporting detail; this is intentional.
- These slides may be printed in black and white with no loss of information.

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# Substantive Change Workshop

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Dr. Kevin Sightler

ksightler@sacscoc.org



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“A significant expansion of the nature and scope of an accredited institution”

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The institution  
**NOTIFIES**

the Commission of changes in accordance with the substantive change policy

when required  
SEEKS  
**APPROVAL**

&

prior to the initiation of the changes.

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**Why ?**  
is there  
**SUBSTANTIVE CHANGE**

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# principles *versus* processes

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**SUBSTANTIVE CHANGE FOR  
SACSCOC ACCREDITED INSTITUTIONS  
Policy Statement**

**Updated July 2016**



**SACS/COC**  
Southern Association of Colleges and Schools  
Commission on Colleges  
3900 Peachtree Center  
Doraville, Georgia 30022-4387

**SUBSTANTIVE CHANGE FOR SACSCOC ACCREDITED INSTITUTIONS  
Policy Statement**

**Institutional Obligations:**

1. Member institutions are required to notify the Southern Association of Colleges and Schools on Colleges (SACSCOC) of substantive, institutional, accreditation, with the substantive change process required, and approved prior to the submission of a petition.
2. Member institutions are required to have a policy and procedure to ensure that all accreditation essential activities, 100% member institutions, substantive change process.

**Definition:** Substantive change is a significant modification or expansion of the nature and essential activities, 100% member institutions, substantive change process.

- Any change in the established nature or objectives of the institution
- Any change in the institutional, term of control, or ownership of the institution
- The addition of a new or existing program that requires a significant expansion, either in content or delivery, from those that are already in place when the institution was last reviewed
- The addition of courses or programs of study that are not currently included in a substantially approved program

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**Updated July 2016**

# policy change summary

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Substantive change includes...

- Mission
- Legal status, form of control or ownership

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Substantive change includes... (con't)

- Courses or programs – significant departure
- Level change
- Clock → credit

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Substantive change includes... (con't)

- Substantial change in program length
- Contract or consortial relationships
- Additional location

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Substantive change includes... (con't)

- Acquisition
- Adding teach-out location
- Joint and dual academic awards

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Substantive change includes... (con't)

...and others not specifically enumerated

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**Notification**  
*vs.*  
**Approval**

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acceptance  $\neq$  approval

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Program Length  
60 • 120 • 30

Interpretation of CR 2.7.1

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Program Length  
Combined Programs

“3+2” Baccalaureate + Masters | Others

Interpretation of CR 2.7.1

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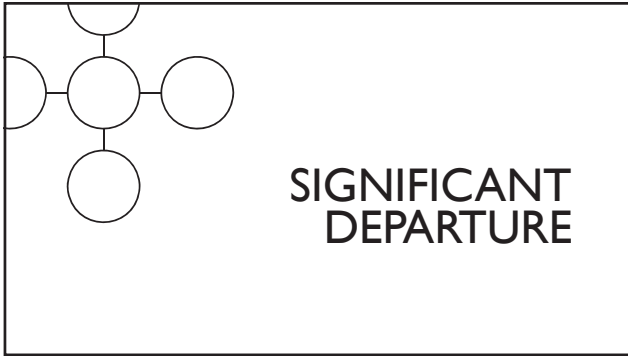
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SIGNIFICANT  
DEPARTMENTURE

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SIGNIFICANT  
DEPARTMENTURE

**1<sup>st</sup>**  
**Q**

Related programs

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SIGNIFICANT  
DEPARTMENTURE

**2<sup>nd</sup>**  
**Q**

- Faculty
- Courses
- Library / learning
- Equipment / facilities
- Resource base

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SIGNIFICANT  
DEPARTURE

## Substantive Change Policy, p. 4

Significant departure – a program that is not closely related to previously approved programs at the institution or site or for the mode of delivery in question. To determine whether a new program is a "significant departure," an institution to consider the following questions:

- What previously approved programs does the institution offer that are closely related to the new program and how are they related?
- Will significant additional equipment or facilities be needed?
- Will significant additional financial resources be needed?
- Will a significant number of new courses will be required?
- Will a significant number of new faculty members will be required?
- Will significant additional library/learning resources be needed?

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SIGNIFICANT  
DEPARTURE

“The institution  
should determine...”

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SIGNIFICANT  
DEPARTURE



Initiating coursework  
or programs at a more  
advanced level than  
currently approved

**Yes**

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SIGNIFICANT DEPARTURE

**?** Initiating programs at a lower level than currently approved

**Yes**

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SIGNIFICANT DEPARTURE

**?** Expanding programs at the current credential level

**Maybe**

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SIGNIFICANT DEPARTURE

**?** Small liberal arts college offers BA degrees in dance, theatre, and music...

*more...*

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SIGNIFICANT DEPARTURE

**?** ...combine existing programs into a BA in performing arts

**No**

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SIGNIFICANT DEPARTURE

**?** Two-year technical college offers certificate and associate degrees...

*more...*

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SIGNIFICANT DEPARTURE

**?** ...will become a four-year institution offering associate and baccalaureate degrees

**Yes**

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SIGNIFICANT  
DEPARTURE



College is approved to offer BA  
in business and in education  
and certificates in health  
professions...

*more...*

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SIGNIFICANT  
DEPARTURE



...institution is adding  
a BS in nursing

**Yes**

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SIGNIFICANT  
DEPARTURE



Large research university offers  
multiple doctoral programs in  
humanities and in  
social sciences...

*more...*

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SIGNIFICANT DEPARTURE

 ...and PhD programs in business and in education...

*more...*

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SIGNIFICANT DEPARTURE

 ...institution plans to add a PhD program in Women's Studies

**No**

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**Off-campus**  
instructional sites and  
**Distance Learning**

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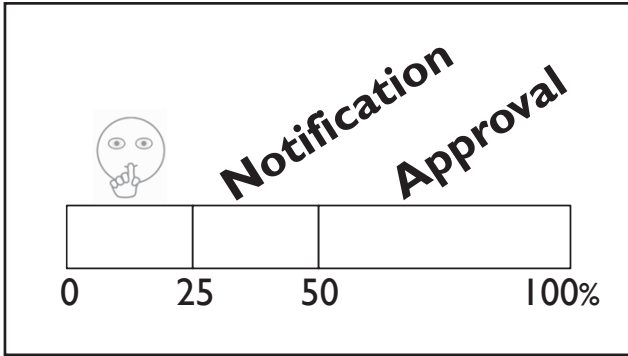
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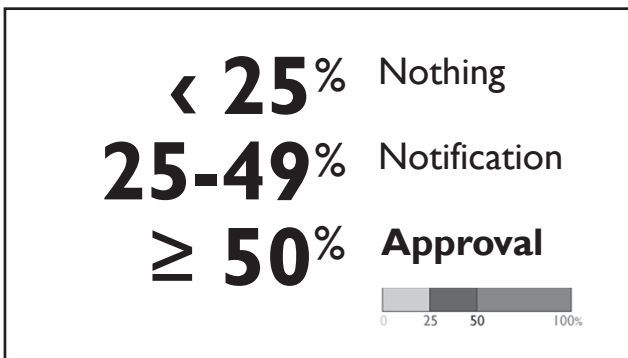
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**Repeat Performance**

For programs already offered  
concurrently at three sites,  
a modified prospectus is acceptable

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## Repeat Performance Modified Prospectus

- Faculty roster
- Discipline-specific library resources
- Student support services
- Physical resources
- Course descriptions

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## Modified Prospectus

*Ask* for guidance from  
substantive change staff

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Prospectus

Modified prospectus

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## Off-campus sites –

- Reviewed within **5** years
- First **3** sites must be visited
- All international sites visited

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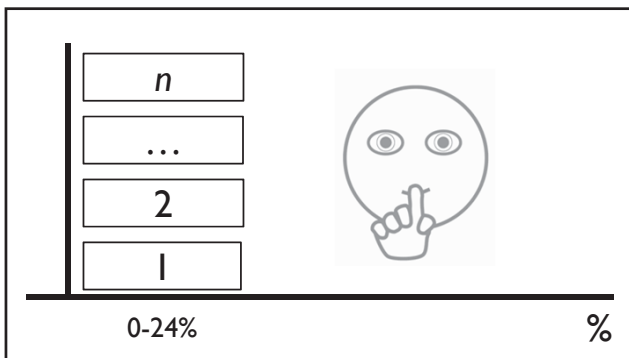
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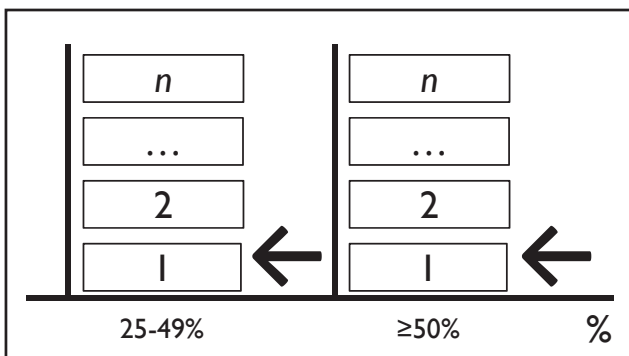
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## Distance Learning

An institution is approved for distance learning only once

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## Dual Enrollment

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Single prospectus for up to **10** off-campus dual enrollment sites



...if program offerings are **identical**

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Policies and  
Procedures



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The importance of  
**3.12.1**

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Distance Learning



Identity verification

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## Distance Learning



Verify headcount for  
annual Institutional Profile

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## Workforce Development Certificates

Offered to employees, usually on-site,  
on short-notice and temporary

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## Verifications for USDE, DHS, Others

Send requests to Kevin Sightler  
[ksightler@sacscoc.org](mailto:ksightler@sacscoc.org)

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**Other types of substantive change...**

- Degree completion program

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Substantive change includes... (con't)

- Relocation of main or branch campus
- Relocation or change of address of an off-campus instructional site serving the same student pool

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Substantive change includes... (con't)

- certain general education changes

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Mergers,  
Consolidations,  
Change of  
Governance,  
Ownership,  
Means of Control

- 6-month notification
- Prospectus for Board review
- 30-day implementation window

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### Board of Trustees Reviews

- 1 Full Board  
June + December
- 2 Executive Council  
c. every two weeks

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- 1 Full Board  
June + December

✓ mergers + consolidations; change of governance, ownership, control, or legal status

*more...*

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**Full Board  
June + December**

- ✓ policy + procedure reviews
- ✓ items referred by staff
- ✓ most level changes

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**Full Board  
Deadlines**



**March 15** for June  
**Sept 1** for December

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**Executive Council  
c. every two weeks**

- ✓ 13-member representative subset for all "Procedure One" approvals not referred to full Board of Trustees
- ✓ Now with submission deadlines...

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2 Executive Council  
c. every two weeks



**January 1**  
for July – December  
implementation

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2 Executive Council  
c. every two weeks



**July 1** ← prior year  
for January – June  
implementation

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## Program Closures and Teach-out Plans

\* All program + site closures require approval

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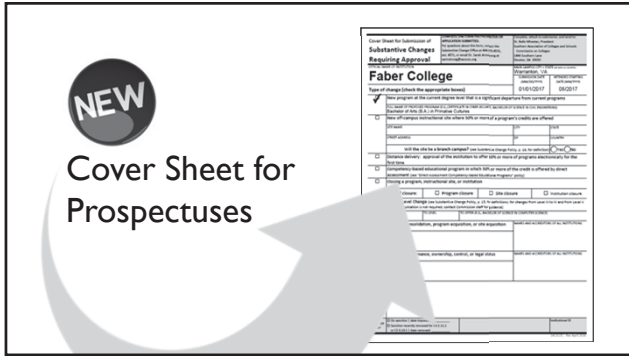
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Cover Sheet for Submission of <b>Substantive Changes</b> Requiring Approval	<b>COMPLETE ONE FORM PER PROSPECTUS OR APPLICATION SUBMITTED.</b> For questions about this form, contact the Substantive Change Office at 404.679.4501, ext. 4571, or email Dr. Sarah Armstrong at sarjstron@saacoc.org.	Complete, attach to submission, and send to: Dr. Belle Wheeler, President Southern Association of Colleges and Schools Commission on Colleges 1866 Southern Lane Decatur, GA 30033	
	OFFICIAL NAME OF INSTITUTION <b>Faber College</b>	MAIN CAMPUS CITY + STATE (OR HOME OFFICE) Warranton, VA	SUBMISSION DATE (MM/DD/YYYY) 01/01/2017
Type of change (check the appropriate boxes)			
<input type="checkbox"/> New program at the current degree level that is a significant departure from current programs			
FULL NAME OF PROPOSED PROGRAM (E.G., CERTIFICATE IN CYBER SECURITY, BACHELOR OF SCIENCE IN CIVIL ENGINEERING)			
<input checked="" type="checkbox"/> New off-campus instructional site where 50% or more of a program's credits are offered			
SITE NAME Northend Business Park	CITY Harrisonburg	STATE VA	
STREET ADDRESS 13449 Industrial Boulevard, NE	ZIP 22801	COUNTRY USA	
Will the site be a branch campus? (see Substantive Change Policy, p. 16, for definition) <input type="radio"/> Yes <input checked="" type="radio"/> No			
<input type="checkbox"/> Distance delivery: approval of the institution to offer 50% or more of programs electronically for the first time			

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<input type="checkbox"/> Competency-based educational program in which 50% or more of the credit is offered by direct assessment (see "Direct Assessment Competency-based Educational Programs" policy)	
<input type="checkbox"/> Closing a program, instructional site, or institution	
Type of closure: <input type="checkbox"/> Program closure <input type="checkbox"/> Site closure <input type="checkbox"/> Institution closure	
<input type="checkbox"/> Degree Level Change (see Substantive Change Policy, p. 15, for definitions; for changes from Level III to IV and from Level V to VI, an Application is not required; contact Commission staff for guidance)	
FROM LEVEL	TO LEVEL TO OFFER (E.G., BACHELOR OF SCIENCE IN COMPUTER SCIENCE)
<input type="checkbox"/> Merger / consolidation, program acquisition, or site acquisition	NAMES AND ACCREDITORS OF ALL INSTITUTIONS
DESCRIPTION	
<input type="checkbox"/> Change of governance, ownership, control, or legal status	NAMES AND ACCREDITORS OF ALL INSTITUTIONS
DESCRIPTION	
<input type="checkbox"/> Other (PLEASE DESCRIBE)	

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## *Responsibilities*

Institutional • Liaison

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## Letters *of* Notification

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## Developing a **Prospectus**

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## Developing a Prospectus

*Hints, tips, and suggested practices*

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# Oops!

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**Dr. Kevin Sightler**

Director

[ksightler@sacscoc.org](mailto:ksightler@sacscoc.org)

**Dr. Robin Zuniga**

Coordinator

[rzuniga@sacscoc.org](mailto:rzuniga@sacscoc.org)



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