

SACSCOC Substantive Change Policy

The purpose of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Substantive Change Policy is to ensure Temple College's compliance with the *SUBSTANTIVE CHANGE FOR SACSCOC ACCREDITED INSTITUTIONS - Policy Statement* and compliance with the SACSCOC *Principles of Accreditation, Standard 14.2*. The policy statement and accreditation standard specify and require that Temple College has a policy and procedure to ensure that all substantive changes are reported in accordance with SACSCOC policies.

Specific to the SACSCOC Policy Statement, Temple College will notify the SACSCOC of changes in accordance with the substantive change policy and, when required, seek approval prior to the initiation of changes. Additionally, this policy meets "Institutional Obligations #2" which requires member institutions 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
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Additionally, as specified in the SACSCOC policy: *Procedures for Reporting: An Overview*

There are three procedures for addressing the different types of substantive changes included in this document:

- Procedure One for the Review of Substantive Changes Requiring *Approval Prior to Implementation* (Notification may also be required).

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- Procedure Two for the Review of Substantive Changes Requiring **Only Notification Prior to Implementation** (some changes also require submission of additional documents).
- Procedure Three for Closing a Program, Site, Branch Campus or Institution.

Procedures for initiating a merger or consolidation, acquiring an institution or location (including programs) of another institution, initiating a change of ownership, initiating a change of governance, control, form, or legal status, and adding as a permanent off-campus instructional site a location at which the institution is conducting a teach-out for students of another institution, are included in a separate document titled, *Merger/Consolidation, Acquisition, Change of Ownership, and Change of Governance, Control, Form, or Legal Status – Substantive Change for SACSCOC Accredited Institutions Policy Statement*. (<http://www.sacscoc.org/pdf/081705/Mergers.pdf>)

Procedures for approval of direct assessment competency-based education programs are in a separate document titled, *Direct Assessment Competency-Based Educational Programs* (<http://www.sacscoc.org/pdf/081705/DirectAssessmentCompetencyBased.pdf>).

Responsibility for notifying SACSCOC of substantive changes will reside with the SACSCOC Liaison; additionally, if Temple College is unclear as to whether a change is substantive in nature, the SACSCOC Liaison will contact SACSCOC staff for consultation

Any Temple College Program making changes that could result in program expansion or the creation of new programs requires the approval of the Temple College Curriculum Committee and as required, these changes are submitted to the Texas Higher Education Coordinating Board for review and approval. Through this approval process, possible SACSCOC substantive change possibilities are discussed and documented so the SACSCOC Liaison can submit the information for approval before these programs move forward with their expansions. This includes any off campus teaching locations so they can be monitored accordingly and both the Curriculum Committee and Temple College administration are aware and which provides the oversight, review, and documentation for required submissions of SACSCOC substantive change.

All changes will follow the table for “Reporting the Various Types of Substantive Change” found on pages 6-10 of the SACSCOC Substantive Change Policy. SACSCOC Information and this policy can be found at <http://sacscoc.org/pdf/081705/SubstantiveChange.pdf>