

Subject: SACSCOC Substantive Change Policy

Board Policy Reference: GK (LOCAL) Relations with Educational Accreditation Agencies

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 Statements, including those required by federal law, an institution is required to have a written substantive change policy and procedure. It must be approved through institutional processes and published in institutional documents accessible to those affected. The purpose of the institution's substantive change policy and procedure is to ensure all substantive changes are reported to the SACSCOC in a timely fashion as required by the SACSCOC *Substantive Change Policy and Procedures*. Institutions are responsible for implementing and enforcing their substantive change policy and procedure.

Specific to the SACSCOC Policy Statement, Temple College will notify SACSCOC of changes in accordance with the substantive change policy and, when required, seek approval prior to the initiation of changes.

Under federal regulations, substantive change includes

- Substantially changing the established mission or objectives of the institution or its programs.
- Any change in legal status, form of control, or ownership of the institution.
- Any change in the governance of the institution.
- Any merger/consolidation of two or more institutions or entities.
- Any acquisition of another institution or program or location of another institution.
- Relocating the 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 a program that is a significant departure, either in content or method of delivery, from those that were offered when the institution was last evaluated.
- Changing the way an institution measures student progress, whether in clock hours or credit hours; semesters, trimester, or quarters; or time-based or non-time based.
- A substantial increase or decrease in the number of clock or credit hours awarded or competencies demonstrated, or an increase in the level or credential awarded, for successful completion of one or more programs.
- Initiating programs by distance education or correspondence courses.
- Adding an additional method of delivery to a currently offered program.

Subject: SACSCOC Substantive Change Policy

Board Policy Reference: GK (LOCAL) Relations with Educational Accreditation Agencies

- Entering into a cooperative academic arrangement.
- 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.
- Re-opening a previously closed program or off-campus instructional site.

- 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 an institution, a program, a method of delivery, an off-campus instructional site, or a program at an off-campus instructional site.
- Awarding dual or joint academic awards.
- 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 students have completed their program of study.
- 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.

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 provide the oversight, review, and documentation for required submissions of SACSCOC substantive change.

Temple College is responsible for maintaining compliance at all times with Standard 14.2 (Substantive change) of the *Principles of Accreditation with the Substantive Change Policy and Procedures* and related policies. All changes will follow the procedures and requirements listed in the SACSCOC *Substantive Change Policy and Procedure*. SACSCOC information and this policy can be found at http://www.sacscoc.org/app/uploads/2019/08/Substantive_Change.pdf

Subject: SACSCOC Substantive Change Policy

Board Policy Reference: GK (LOCAL) Relations with Educational Accreditation Agencies
