



Title: **Substantive Change Policy Reporting**
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Substantive Change Reporting

South Louisiana Community College will be proactive in ensuring that all incidences of substantive changes be reported in a timely manner as required by Southern Association of Colleges and Schools-Commission on Colleges. The complete SACSCOC Substantive Change Policy Statement can be found online at <http://www.sacscoc.org/SubstantiveChange.asp>.

Definition and Responsibility

According to SACSCOC, substantive change is a significant modification or expansion of the nature and scope of an accredited institution. SLCC will notify SACSCOC and, when required, seek approval of the following substantive changes prior to the initiation of changes:

- 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.
- Offering for the first time credit courses via distance learning/technology-based instruction by which students can obtain at least 25% but less than 50% of their credits toward an educational program (requires advance notification).
- Offering for the first time credit courses via distance learning/technology-based instruction by which students can obtain at least 50% of their credits toward an educational program (requires advance approval).
- 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 instructional site geographically apart from the main campus at which the institution offers at least 25% but less than 50% of an educational program, including high school dual enrollment sites (requires advance notification).
- The establishment of an additional instructional site geographically apart from the main campus at which the institution offers at least 50% of an educational program, including high school dual enrollment sites (requires advance approval).
- Expanding programs at previously approved off-campus sites that are significantly different from current programs at the site, or are significantly different from current programs at both the site and the institution.
- The establishment of a branch campus.
- Relocating a main or branch campus.
- Initiating degree completion programs.
- Initiating a direct assessment competency-based program.
- Closing a program, off-campus site, branch campus or institution.
- Entering into a collaborative academic arrangement such as a dual degree program or a joint degree program with another institution.
- Acquiring another institution, the instructional site of another institution, or a program of another institution.
- Adding a permanent instructional site 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 the credit hours of instruction in one or more of the accredited institution's programs.
- Altering the length of a program by more than 25% of the credit or clock hours within a two year period.
- Reactivation of an already approved educational program that has been inactive for five or more years.
- Initiating a certificate program at an employer's request at a new off-campus site
- Initiating a certificate program at an employer's request that is a significant departure from previously approved programs.

It is the responsibility of South Louisiana Community College through the college's SACSCOC liaison to report all substantive changes based on the Commission's policy and to follow all procedures and timelines as outlined in the Commission's policy statement. SLCC recognizes the timeline necessary in the reporting process. Such procedures may include 1) notification and approval prior to implementation (in some cases, as much as 12 months prior approval is needed before implementation), or 2) only notification prior to implementation—usually requires a simple letter of notification prior to implementation.

Ensuring Timely Reporting of Substantive Changes to SACSCOC

All substantive changes must be approved by the College Chancellor; however, the college liaison will take the lead in reporting all substantive changes. This person will serve as a member of the Dean's Council and the Institutional Effectiveness Committee. It is the

responsibility of the SACSCOC liaison to ensure that the College complies with the Commission's policy for substantive change.

In order to do so, the liaison will present updates of current notifications to the Executive Committee, Academic/Dean's Council, and Curriculum Committee at least once each fall and spring semester. By keeping these entities informed and educated on the Substantive Change policy and activities, the College will be more proactive on reporting such changes in a timely manner as required.

Reporting Substantive Change

Any possible Substantive Change for the college should be immediately reported to the SACSCOC liaison in order to determine if the change fits the definition of a substantive change as required by SACSCOC. The liaison will work with SACSCOC personnel to ensure that the correct procedure is followed.

Once the SACSCOC liaison has determined that the changes proposed fit the definition of a substantive change, the Chancellor will notify SACSCOC with a written letter and summarizing the proposed change, provide the intended implementation date, and list the complete physical address if the change involves the initiation of an off-campus site or branch campus. The policy and procedures for reporting and review of institutional substantive change are on the SACSCOC website in the policy statement.

All substantive change activity will be documented by the liaison and maintained on file.

Reference:

Policy Reference: SACSCOC Policy Statement--Substantive Change for SACSCOC Accredited Institutions

Review Process:

	Reviewing Council/Entity	Approval Date	Effective Date	Date of Last Review & Revisions Approval
x	<i>Executive Committee Approval</i>	<i>November 26, 2012</i>	<i>November 26, 2012</i>	<i>September 17, 2015</i>
x	<i>Cabinet Approval</i>	<i>November 26, 2012</i>	<i>November 26, 2012</i>	<i>April 10, 2014</i>
x	<i>Chancellor Approval</i>	<i>November 26, 2012</i>	<i>November 26, 2012</i>	<i>September 21, 2015</i>

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