



Policy on Substantive Change and Procedures

Policy Title: Substantive Change and Procedures

Policy Type: Administrative

Policy Number: ADM Policy #03-10-23

Responsible Office: Office of Academic Affairs

Applies to: Vice President for Academic Affairs, Deans, and Directors

Approving Authority: Cabinet (2011)

Date of Previous Revision:

PURPOSE

To establish requirements and procedures to ensure accurate and timely notification of the Southern of Colleges and Schools Commission of Colleges (SACSCOC) whenever the College or any of its units proposes to make a significant modification in the nature or scope of the College's activities since the last reaffirmation.

POLICY STATEMENT

The Wiley College SACSCOC Accreditation Liaison will notify the Commission when any of the following institutional, program, or course level changes are proposed and will obtain approval, or at least notify SACSCOC, prior to the implementation of the change. The College's SACSCOC Liaison will document the proposed change and will ensure that the change has been reviewed and approved by the appropriate faculty and administrative committees of the College:

1. add courses or programs that would represent a significant department, either in content or method of delivery, from those offered currently;
2. initiate programs or courses offered through a contractual agreement or consortium;
3. change significantly the length of a program;
4. initiate degree complete programs;
5. initiate programs at the associate's degree level
6. initiate an off-campus site;
7. initiate distance learning;
8. add significant changes in existing technology-based delivery systems in distance learning;
9. initiate a branch learning;
10. initiate a merger/consolidation
11. initiate any change in the established mission of the institution;
12. relocate a main campus;
13. initiate any change of legal status, governance, form of control, or ownership of the institution, or
14. close an institution/program and initiate teach-out agreements.

RESPONSIBILITY

Responsibilities of the Vice President for Academic Affairs, Deans, and Directors:

The vice president for academic affairs, deans, lead professors (department chairs), and directors have the fundamental responsibility to be aware of the substantive change policy, inform the College's Accreditation Liaison at the earliest point possible, of proposals that may be considered a substantive change for the College, and provide the Accreditation Liaison with any data, information, or prospectus necessary to comply with SACSCOC when requested.

Responsibilities of the SACSCOC Accreditation Liaison

The accreditation will:

1. provide the vice president for academic affairs, deans, lead professor (department chair), and directors with information about the SACSCOC substantive change policy;
2. provide a list of examples of substantive change;
3. work with the vice president for academic affairs, deans, and directors to determine whether a proposed change is substantive;
4. determine the chain of approval required internally for a proposed substantive change;
5. determine what item with respect to SACSCOC is needed when a change is substantive;
6. notify the President of the intent to submit a substantive change;
7. file the appropriate notice or prospectus with SACSCOC;
8. coordinate with SACSCOC and the vice president for academic affairs, deans, lead professors (department chairs), and directors about any required follow-up action.

DEFINITION

Word/Term:

Substantive Change: a signification modification or expansion in the nature and scope of an accredited institution since its last reaffirmation.

PROCEDURES

Notification of SACSCOC Accreditation Liaison of Proposed Changes

If a substantive change is proposed, SACSCOC may need to be notified in advance by as much as 12 months before implementing the change. Upon becoming aware of a proposed change that may be substantive, the vice president for academic affairs, deans, lead professors (department chairs), and directors of the unit proposing the change should notify the accreditation liaison. To monitor for potential substantive changes, the vice president for academic affairs will provide the accreditation liaison with a copy of the Academic Council agendas prior to each meeting. The accreditation liaison will then determine whether any of the Academic Council agenda items could be considered a substantive change.

Late Notification of SACSCOC Accreditation Liaison

If it is discovered that a change that may be considered a substantive change has been implemented without notification of the accreditation liaison, the vice president for academic affairs has the

responsibility to notify the accreditation liaison immediately. It is then the responsibility of the accreditation liaison to notify SACSCOC as provided in the SACSCOC policy.

To ensure that proposals that may be considered substantive changes do not go unreported, it is recommended that the vice president for academic affairs, deans, lead professors (department chairs), and directors review the minutes and annual reports of the Academic Council taking into consideration the substantive change policy.

Currently, Dr. Howard O. Gibson, Vice President for Academic Affairs and Strategic Retention, serves as the SACSCOC Accreditation Liaison for the College.

CONTACT(S)

The Office of the Vice President for Academic Affairs officially interprets this policy. The Office of the Vice President for Academic Affairs is responsible for obtaining approval for any revisions as required by the Executive Cabinet for ADM Policy #03-10-23 (2011). Questions regarding this policy should be directed to the Vice President for Academic Affairs and Strategic Retention.