

Procedure 6.1701

Substantive Change Procedure

The Beaufort County Community College (BCCC) substantive change procedure is designed to ensure that the college will report all proposed substantive changes to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) appropriately and in a timely manner in accordance with the Commission's policy outlined in the publication, "[Substantive Changes for Southern Association of Colleges and Schools Commission on Colleges Accredited Institutions.](#)"

BCCC notifies the Commission of changes as stipulated in the policy and associated procedures and, if required, seeks approval prior to the initiation of such changes. BCCC is responsible for providing SACSCOC with a list of all substantive changes that occur between the College's decennial reviews.

By definition, a substantive change is "a significant modification or expansion of the nature and scope of an accredited institution" which includes "high-risk changes and changes that can impact the quality of educational programs and services."

Substantive changes include:

- Substantially changing the established mission or objectives of an institution or its programs.
- Changing the legal status, form of control, or ownership of an institution.
- Changing the governance of an institution.
- Merging / consolidating two or more institutions or entities.
- Acquiring another institution or any program or location of another institution.
- Relocating an 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 graduate programs at an institution previously offering only undergraduate programs (including degrees, diplomas, certificates, and other for-credit credential).
- Changing the way an institution measures student progress, whether in clock hours or credit-hours; semesters, trimesters, or quarters; or time-based or non-time-based methods or measures.
- Adding a program that is a significant departure from the existing programs, or method of delivery, from those offered when the institution was last evaluated.
- Initiating programs by distance education or correspondence courses.
- Adding an additional method of delivery to a currently offered program.
- Entering into a cooperative academic arrangement.
- Entering into a written arrangement under 34 C.F.R. § 668.5 under which an institution or organization not certified to participate in the title IV Higher Education Act (HEA) programs offers less than 25% (notification) or 25-50% (approval) of one or more of the accredited institution's educational programs. An

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agreement offering more than 50% of one or more of an institution's programs is prohibited by federal regulation.

- Substantially increase or decreasing the number of clock hours or credit hours awarded or competencies demonstrated, or an increase in the level of credential awarded, for successful completion of one or more programs.
- 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.
- Awarding dual or joint academic awards.
- Re-opening a previously closed program or off-campus instructional site.
- 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.
- Closing an institution, a program, a method of delivery, an off-campus instructional site, or a program at an off-campus instructional site

Submission Deadlines

Substantive change prospectus, application, and notification submission deadlines depend on:

1. The type of SACSCOC Board of Trustees review, if required (full Board of Trustees review or review by the Executive Council of the Board of Trustees on behalf of the full Board), and
2. The planned implementation date of the substantive change. Employees should contact the College's SACSCOC Liaison for assistance in determining the appropriate timeline to follow.
3. SACSCOC submission deadlines:
 - a. For a substantive change requiring approval by the full Board of Trustees (which meets biannually), to be implemented after the date of the Board meeting, the submission deadlines are:
 - March 15 for review at the Board's biannual meeting in June of the same calendar year, and
 - September 1 for review at the Board's biannual meeting in December of the same calendar year.
 - b. For a substantive change requiring approval by the Executive Council of the Board of Trustees (which meets year-round), the submission deadlines are
 - January 1 for changes to be implemented July 1 through December 31 of the same calendar year, and
 - July 1 for changes to be implemented January 1 through June 30 of the subsequent calendar year
 - c. For a substantive change requiring notification only, it can be submitted any time before implementation.

Types of Substantive Change

SACSCOC provides in-depth procedures for each type of location in their "[Substantive Changes for Southern Association of Colleges and Schools Commission on Colleges Accredited Institutions](#)." BCCC's SACSCOC liaison, in cooperation with those requesting the substantive change, will follow the most updated processes published by SACSCOC.

The three major types of Substantive Change are:

1. Institutional – these include, but are not limited to:
 - Level changes
 - Mission Changes
 - Governance changes
 - Closure
2. Program - these include, but are not limited to:
 - New programs
 - Program length changes
 - Dual or joint academic awards
 - Program method of delivery,
 - Program closure
 - Programs for prior learning.
3. Off-Campus Instructional Sites/Additional Location Changes - these include, but are not limited to:
 - Off-campus instructional approvals and closures
 - Off-campus instructional site name or address changes

BCCC Process for Substantive Change

1. Anyone considering a substantive change (academic or non-academic) must notify the SACSCOC Liaison immediately of the proposed change for further guidance. If the SACSCOC Liaison becomes aware of a potential change through other means, the SACSCOC Liaison will immediately follow-up with the faculty/staff, department/unit, or division involved to obtain more information and provide guidance related to the next steps.
 - a. Substantive change can originate in academic and non-academic departments/units. The nature of a particular substantive change determines whether an academic or non-academic process is required.
 - b. Any department/unit whose planned activity may constitute a substantive change must complete a "Beaufort County Community College Determination of Substantive Change" form and comply with the procedures described below before implementation.
2. The SACSCOC Liaison will determine if the proposed change fits the definition of a substantive change as outlined in [Substantive Changes for Southern Association of Colleges and Schools Commission on Colleges Accredited Institutions](#) and, if necessary, consult with the SACSCOC Vice-President assigned to the College or the SACSCOC Director of Substantive Change. (Note:

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Communication with SACSCOC must originate only from the College President or the SACSCOC Liaison.)

3. No substantive change may be implemented without confirmation from the SACSCOC Liaison that all necessary approvals are in place.
 - a. Proposed changes that do not represent a significant departure from the College's current programs do not require a substantive change submission request.
4. If the substantive change requires only notification:
 - a. The SACSCOC Liaison will complete the official communication to SACSCOC as defined in [Substantive Changes for Southern Association of Colleges and Schools Commission on Colleges Accredited Institutions](#).
 - b. A notification is complete only when accepted by SACSCOC upon satisfactory review by staff.
 - c. Notifications are logged by the SACSCOC Liaison on the SACSCOC Communication log, housed in the SACSCOC SharePoint site.
5. Substantive change requiring approval/submission of a prospectus:
 - a. If a substantive change approval/submission is required, the SACSCOC Liaison will direct the initiator to the Substantive Change Prospectus template.
 - b. The substantive change initiator will draft a Prospectus proposal as outlined in [Substantive Changes for Southern Association of Colleges and Schools Commission on Colleges Accredited Institutions](#).
 - c. Upon completion of the Substantive Change Prospectus, the proposal is forwarded to the SACSCOC Liaison for verification that all components of the prospectus comply with the required documentation. Once the SACSCOC Liaison verifies the documentation complies, he/she will present it to Senior Staff for approval.
 - d. If the proposed change requires approval by the College Board of Trustees (BoT), the SACSCOC Liaison or President will present the information at the upcoming BoT meeting.
 - e. The SACSCOC Liaison will contact SACSCOC to inform them of the proposed program.
 - f. The SACSCOC Liaison will submit the final Substantive Change Prospectus to SACSCOC before the appropriate submission date and will log the pertinent information on the SACSCOC Communication log, housed in the SACSCOC SharePoint site.
 - g. Once notification has been received from SACSCOC outlining if the proposal was accepted or rejected, the SACSCOC Liaison will log the decision on the SACSCOC Communication log, housed in the SACSCOC SharePoint site.
 - h. The appropriate faculty and staff will be notified of the approved change and will be responsible for beginning the implementation of the change.
 - i. The SACSCOC Liaison is responsible for coordinating any required follow-up action requested by SACSCOC in response to substantive change notification, including prospectus submission and any on-site visits to the College.

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6. The effectiveness of the Substantive Change procedure will be reviewed at least every three years.

SACSCOC References: *Enter SACSCOC references here*

Cross References: [Substantive Change Policy](#)

History

Senior Staff Review/Approval Dates: *3/21/16, 03/15/2022*

Leadership Council Review/Approval Dates: [Leadership Council Review/Approval Date]

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *June 2015*