

PENSACOLA STATE COLLEGE
MANUAL OF PROCEDURES

Procedure Title: Substantive Change	<u>Number</u> 608
Related Policy: Process for Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Notification of Substantive Change - 6Hx20-2.008	<u>Page</u> Page 1 of 2

I. Purpose

To ensure compliance with federal regulations and with the requirements of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) regarding substantive changes and SACSCOC's Substantive Change Policy and Procedures.

SACSCOC defines a substantive change, including those required by federal regulations, as "a significant modification or expansion of the nature and scope of an accredited institution."

II. Procedure

- A. According to the SACSCOC Substantive Change Policy and Procedures, substantive changes include the following items (taken from the SACSCOC Substantive Change Policy and Procedures document).
1. Substantially changing the established mission or objectives of the institution or its programs.
 2. Changing the legal status, form of control, ownership, or governance of an institution.
 3. Merging or consolidating two or more institutions or entities.
 4. Acquiring another institution or any program or location of another institution.
 5. Relocating an institution or an off-campus instructional site of an institution.
 6. Offering courses or programs at a higher or lower degree level than currently authorized.
 7. 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.
 8. 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.
 9. Initiating programs by distance education or correspondence courses.
 10. Adding an additional method of delivery to a currently offered program.
 11. Entering into a cooperative academic arrangement.
 12. Entering into a written arranged under 34 C.F.R. § 668.5 under which an institution or organization not certified to participate in the Title IV Higher Education Act programs offers less than 25% (notification) or 25 – 50% (approval) of one or more of the accredited institution's educational programs.
 13. Substantially increasing or decreasing the number of clock hours or credit hours awarded or competencies demonstrated, or an increase in the level or credential awarded, for successful completion of one or more programs.

14. Adding competency-based education programs.
 15. Adding each competency-based education program by direct assessment.
 16. Adding programs with completion pathways that recognize and accommodate a student's prior or existing knowledge or competency.
 17. Awarding dual or joint academic awards.
 18. Re-opening a previously closed program or off-campus instructional site.
 19. Adding a new off-campus instructional site or additional location.
 20. Adding a permanent location at a site at which an institution is conducting a teach-out program for students or another institution that has ceased operating before all students have completed their program of study.
 21. Closing an institution, a program, a method of delivery, an off-campus instructional site, or a program at an off-campus instructional site.
 22. Participating in the federal Prison Education Program providing Pell Grant access to confined or incarcerated students.
- B. An institution is required to notify SACSCOC or secure SACSCOC approval prior to implementing a substantive change, depending upon the type of substantive change.
- C. It is the responsibility of the Vice President, Academic and Student Affairs, who serves as the College's SACSCOC Institutional Accreditation Liaison, to ensure that appropriate notifications and requests for approval are submitted in a timely manner.
1. The appropriate Associate Vice President, Dean, or Director, or other College Administrator is responsible for bringing the substantive change to the attention of the Vice President, Academic and Student Affairs prior to submission for College approval.
 2. Once the substantive change has received appropriate College approval, the Vice President, Academic and Student Affairs will work with appropriate staff to draft the relevant notification letter or prospectus for submission to SACSCOC. The President will signify his or her approval for submission of the notification letter or prospectus by signing the appropriate letter to SACSCOC.
- D. The Vice President, Academic and Student Affairs will review this Procedure and the associated Policy 6Hx20-3.022 annually, as indicated on the Strategic Planning Calendar, to ensure the Policy and Procedure are effective and to ensure compliance with SACSCOC requirements.

For more information on substantive changes and how to obtain necessary approvals prior to implementing a substantive change, contact the College's SACSCOC Institutional Accreditation Liaison.

Responsible Official: Vice President, Academic and Student Affairs

President's Signature:



Date: 02/16/2024