

**Approved By:** President

**Date Approved:** June 24, 2014

1. **Summary:** This policy defines substantive changes and establishes criteria by which the College must notify SACSCOC of all substantive changes and obtain SACSCOC approval before implementation in some cases.
2. **Rationale:** The purpose of this policy is to comply with the substantive change policies and procedures of the Southern Association of Colleges and Schools Commission on Colleges, as contained in the “Substantive Change for SACSCOC Accredited Institutions” (<http://www.sacscoc.org/SubstantiveChange.asp>).
3. **Entities Affected:** faculty, staff, trustees
4. **Definitions:**

*Substantive Change:* a significant modification or expansion of the nature and scope of an accredited institution. Such changes include but are not limited to the following:

  - 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
  - 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 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 a program, off-campus site, branch campus or institution
  - Entering into a collaborative academic arrangement such as the initiation of a dual or joint academic program with another institution
  - Acquiring another institution or a program or location of another institution
  - Adding a permanent location 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 one or more of the accredited institution’s programs<sup>1</sup>

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<sup>1</sup> “Substantive Change for SACSCOC Accredited Institutions” (<http://www.sacscoc.org/SubstantiveChange.asp>)

**5. Policy:** Criswell College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC, Commission). The college is required to report all substantive changes in an accurate and timely (according to the timeline specified in SACSCOC’s substantive change policy) manner to the Commission. In some cases, depending on the nature of the changes, the college must obtain approval from the Commission as early as six months prior to implementing the changes. The college is aware that failure to follow the SACSCOC substantive change policy and procedures may result in penalties, including:

- Loss of Title IV funding
- Reimbursement of federal funds
- Sanction or removal from SACSCOC membership by the Commission’s Board of Trustees

**Determination of Substantive Change**

To ensure compliance with SACSCOC requirements, administrative staff and faculty are responsible for notifying the Director of Institutional Effectiveness & Research (IEIR) of all proposed substantive changes – including program/course level, department level, and institutional level changes – in a timely manner. The Director of IEIR must be consulted if it is unclear whether a proposed change qualifies as a substantive change as defined by SACSCOC. In most cases the Director of IEIR and the appropriate vice-president will determine whether the proposed changes constitute substantive changes. If necessary, the Director of IEIR or SACSCOC liaison will contact SACSCOC staff for clarification.

**Reporting to SACSCOC**

The Director of IEIR and/or SACSCOC liaison are responsible for reporting all substantive changes to SACSCOC in an accurate and timely manner.

**6. Procedure:**

- a. **Implementation:** The procedures by which this policy is to be implemented are available in the SACSCOC policy, “Substantive Changes for SACSCOC Accredited Institutions.”
- b. **Responsibility for Compliance:** Vice President of Academic Affairs
- c. **Notification:** This policy will be posted on the College’s website.

For the Office of Institutional Effectiveness and Research only:

Policy version: 1.0	Policy number: 2.033
Related policies:	

Policy History

Version 1.0	June 24, 2014
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