

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 1011A

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PROCEDURE TITLE: Substantive Change

STATUTORY REFERENCE: FLORIDA STATUTE 1001.64, 1001.65

BASED ON POLICY: I-2 Substantive Change

EFFECTIVE DATE: July 16, 2013

LAST REVISION DATE: N/A

LAST REVIEW DATE: N/A

I. PURPOSE

To assure compliance with the substantive change requirements of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). A substantive change is a significant modification or expansion of the nature and scope of an accredited institution as defined by SACSCOC. Substantive change guidelines and requirements are available on the SACSCOC website at www.sacscoc.org or by contacting the College's SACS Accreditation Liaison. SACSCOC notification and/or approval may be accomplished through prior SACSCOC notification or may require a complete prospectus and, even, an on-site SACSCOC evaluation visit.

Substantive changes as defined by SACSCOC include but are not limited to:

- a. offering part or all of a program or courses through contractual agreements or a consortium
- b. commencing or expanding off-campus sites or distance education programs
- c. initiating a degree completion program
- d. expanding programs at the current credential level
- e. offering more than 24% of a certificate or degree program at an off-campus site (including dual enrollment sites)
- f. initiating courses or programs at a different credential level
- g. substantially altering the number of clock or credit hours for successful completion of a program or changing from clock hours to credit hours
- h. significantly changing the length of a program
- i. closing a program
- j. relocating an off-campus site, main campus or center
- k. significantly altering the mission of the institution
- l. changing governance, ownership, control or legal status

Failure to comply with the substantive change procedures of SACSCOC can result in serious consequences that include suspending the activity until SACSCOC approval is received, requiring the College to pay back financial aid dispersed to students, placing the College on sanctions, or removing the College's accreditation.

II. PROCEDURE

A. **The College President is responsible for**

1. Serving as the primary source of official SACSCOC communication on matters of substantive change.
2. Authorizing and signing any formal substantive change letter, application, or prospectus.

B. **The College's SACSCOC Accreditation Liaison appointed by the President will be responsible for the following:**

1. Ensuring that compliance with substantive change requirements is incorporated into the planning and evaluation process of the institution.
2. Editing the drafts of the substantive change notification letter for the signature of the College President.
3. Editing any required substantive change prospectus or application for the signature of the President.
4. Educating faculty, staff, administrators and cross-functional committees regarding SACSCOC Substantive Change policies and procedures, particularly when such policies or procedures are revised by SACSCOC.
5. Presenting reports to the Executive Committee on emerging or active substantive change issues.
6. Collaborating with the appropriate responsible administrator(s) in initiative planning and implementation so that all SACSCOC substantive change requirements are satisfied in a timely manner.
7. Serving as a contact person and communication liaison between SACSCOC staff and the College regarding substantive change.

C. **College administrators are responsible for the following:**

1. Learning about and maintaining awareness of current SACSCOC substantive change policies.
2. Identifying and ensuring appropriate training for employees and members of Campus and District units and/or committees for which the administrator is responsible.
3. Ensuring that no substantive change is implemented without the requisite SACSCOC notification and/or approval.
4. Initiating communication with the SACSCOC Accreditation Liaison as soon as any change is considered which might meet the SACSCOC definition of substantive change. The purpose of the communication is to determine through dialogue whether and what type of substantive change might be entailed.
5. If it is determined that the potential change meets the substantive change criteria, developing an action plan in concert with the SACSCOC Accreditation Liaison that

will ensure compliance with SACSCOC substantive change requirements and that will result in a timely notification.

6. Preparing the rationale, evidence, documentation, application and/or prospectus with the assistance of the SACSCOC Accreditation Liaison.
7. Keeping the SACSCOC Accreditation Liaison informed of status.

D. A Standing Committee will be responsible for:

1. Maintaining awareness of current SACSCOC Substantive Change policies during their deliberations.
2. Notifying their supervising or coordinating administrator and the SACSCOC Accreditation Liaison of any changes that may meet the SACSCOC definition of “substantive.”

	
<i>7/16/2013</i>	
PRESIDENT	DATE