

POLICY NAME:	CACC Substantive Change Policy & Procedures
EFFECTIVE:	February 8, 2021
SUPERSEDES:	
CROSSREFERENCE:	<a href="#">SACSCOC Substantive Change Policy and Procedures</a>

## Policy Statement

As any accredited institution of higher education, Central Alabama Community College (CACC) is responsible for compliance with the substantive change requirements of the U.S. Department of Education as outlined in [34 C.F.R. §602.21](#). The College's accreditor, Southern Association P

The purpose of this policy is to ensure Central Alabama Community College (CACC) is compliant with the substantive change requirements as set forth by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). This policy is applicable to all administrative units, divisions, departments, and campuses of the College.

Failure to comply with the SACSCOC Substantive Change Policy and Procedures may result in serious consequences for the College including, but not limited to, repayment of federal financial aid funds, being placed on monitoring or sanctions, or removing the College's accreditation entirely.

## Substantive Changes

A substantive change is defined by SACSCOC as a "significant modification or expansion of the nature and scope of an accredited institution." Substantive changes can originate in academic and non-academic departments. Certain substantive changes require prior notification to SACSCOC. Other substantive changes require submission of a substantive change prospectus prior to implementation of the substantive change. A substantive change may also require on-committee reviews by SACSCOC.

Substantive changes include, but are not limited to, the following:

- x Substantially changing the established mission or objectives of an institution or its programs.
- x Changing the legal status, form of control, or ownership of an institution.
- x Changing the governance of an institution.
- x Merging/consolidating two or more institutions or entities.
- x Acquiring another institution or any program or location of another institution,

- x Relocating an institution or an off-campus instructional site of an institution (including a branch campus).
- x Offering courses or programs at a higher or lower degree level than currently authorized.
- x Adding graduate programs at an institution previously offering only undergraduate programs (including degrees, diplomas, certificates, and other credit credential).
- x 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.
- x 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.
- x Initiating programs by distance education or correspondence courses.
- x Adding an additional method of delivery to a currently offered program.
- x Entering into a cooperative academic arrangement.
- x Entering into a written arrangement nonrTd ( )T >2ngem n /C2\_0 1 Tf -676n arlQz (pa)-6 (r) (s)-1 (

	<ul style="list-style-type: none"> <li>x Adhering to any timeline set forth by SACSCOC for purpose for review and prior approval of substantive changes.</li> </ul>
Institutional Accreditation Liaison	<p>Responsibilities include:</p> <ul style="list-style-type: none"> <li>x Providing the Substantive Change Policy to all responsible parties,</li> <li>x Maintaining a current copy of the Substantive Change Policy on the College website,</li> <li>x Working with the Deans, Chairs, and Directors to determine whether a proposal is a substantive change and assisting with and/or generating the necessary letters, prospectus, and other documents for reporting to SACSCOC, and</li> <li>x Submitting the requested substantive change documents to SACSCOC and coordinating any necessary follow-up action.</li> </ul>

### Policy Specifics and Procedures

Substantive changes can originate in academic and non-academic departments/units. The nature of a particular substantive change determines whether an academic process is required. Any department/unit whose planned activity may constitute a substantive change must comply with the procedures described below before implementation.

The Institutional Accreditation Liaison will share the approved policy and procedures with College administrators and with the College Curriculum Committee, which consists of deans, division chairs, and program directors. The Institutional Accreditation Liaison will ensure the College Substantive Change Policy and Procedures are posted on the College website for public viewing.

Depending on the nature of the substantive change, the department must report to SACSCOC for notification and/or approval. The SACSCOC deadlines are identified below

- x Substantive changes requiring approval by the full Board of Trustees for review and approval must be received at SACSCOC by March 15 for review at the Board's biannual meeting in June of the same calendar year, and by September 1 for review at the Board's biannual meeting in December of the same calendar year.
- x The submission deadlines for substantive changes requiring approval by the Executive Council of the Board of Trustees or for substantive changes requiring notification only are January 1 for changes to be implemented Fall (July 1 through December 31) of the same calendar year, and July 1 for changes to be implemented Spring (January 1 through June 30) of the subsequent calendar year

Therefore, the Institutional Accreditation Liaison should be consulted prior to beginning a process that results in a substantive change. All correspondence with SACSCOC will be submitted by the College President and/or by the Institutional Accreditation Liaison.

## Procedures

The following steps will be used by faculty/staff members, divisions and units of the College when determining and reporting substantive change:

1. Anyone considering a substantive change (academic or non-academic)

6. Upon receipt of the official response from SACSCOC, the Institutional Accreditation