SHC Substantive Change Policy

1. Introduction

The Southern Association of Colleges and Schools Commission on Colleges ("SACSCOC") is the regional accreditation body for Spring Hill College ("SHC"). SACSCOC requires that SHC notify them of all substantive changes. According to SACSCOC,

> Substantive change is a significant modification or expansion of the nature and scope of an accredited institution. The reporting and review of substantive changes ensure that the scope of programs offered by the institution, as well as the structure and organization of the institution, have undergone appropriate review by SACSCOC ….
>
> When an accredited institution significantly modifies or expands its scope, or changes the nature of its affiliation or its ownership, a substantive change review is required. (Resource Manual))

SACSCOC categorizes changes as institutional changes, program changes, and off-campus instructional changes. For our purposes, the most likely or common potential changes would be the following (quoted from Substantive Change Policy and Procedures):

- Offering courses or programs at a higher or lower degree level than currently offered (institutional).
- 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 (program).
- Awarding dual or joint academic awards (program).
- Closing a program, a method of delivery, an off-campus instructional site, or a program at an off-campus instructional site (program).
- Adding an additional method of delivery to a currently offered program (program).

However, these are not all the possible substantive changes. For a full list, including corresponding SACSCOC requirements, see SACSCOC's "Substantive Change Policy and Procedures."

The purpose of this document is to express SHC's Substantive Change Policy. The document is published on Badgerweb (including in the Faculty Manual) and available to the public on SHC's website.

2. Responsibilities

The following persons are responsible for knowing the potential types of substantive changes and SHC's Substantive Change Policy as reported in this document.

- The Provost.
- The SACSCOC Liaison.
- The Chair of the Core Development Committee.
- The Chair of the Curriculum Committee.

In addition, whenever a party (e.g., faculty member, department, or administrator) attempts to initiate a change that is reasonably likely to be a substantive change, any of the aforementioned four persons must inform the party that it may be attempting a substantive change, and direct the party to this document. If the party wishes to continue with initiating the substantive change, then the following process is required.

The aforementioned persons are also responsible for knowing whether the institution is under any substantive change restriction (see Substantive Change Policy and Procedures).

The SACSCOC Liaison is responsible for ensuring that the present policy-document is up to date and accurate. If SACSCOC makes a change that affects the substance of this document, the SACSCOC Liaison must ensure that this policy be updated in a timely manner.

3. Due Dates

Upon receiving information of the intended substantive change, the SACSCOC Liaison will begin monitoring the proposal and remain in communication with the party intending the change. Depending on the nature of the change, different procedures may be required and different due dates may apply. Please note the following due dates:

Due Dates		
Requirement	Documentation must be submitted to SHC's SACSCOC Liaison by:	Documentation must be submitted to SACSCOC by:
For changes requiring **approval** by the full **SACSCOC Board of Trustees** before implementation.	**15 Feb**. for review by the SACSCOC Board in June (of same calendar year); 1 Aug. for review in December (of same calendar year). Change must be implemented after the Board's meeting.	15 March for review in June (of same calendar year); 1 Sept. for review in December (of same calendar year). Change must be implemented after the Board's meeting.
For changes requiring **approval** by the **Executive Council** of the **SACSCOC** Board of Trustees before implementation.	**1 Dec**. for changes to be implemented 1 July through 31 Dec. of following calendar year; 1 June for changes to be implemented 1 Jan. through 1 June of following calendar year. Change must be implemented	1 January for changes to be implemented 1 July through 31 December (same calendar year); 1 July for changes to be implemented 1 January through 1 June (subsequent calendar year). Change must be

	after the Council's meeting.	implemented after the Council's meeting.
For changes requiring **notification** but not approval before implementation.	**30 days** before intended implementation.	At least one day before intended implementation.
For **closing** a program, site, branch campus, or the institution.	**1 Dec**. for changes to be implemented 1 July through 31 Dec. of following calendar year; 1 June for changes to be implemented 1 Jan. through 1 June of following calendar year. Change must be implemented after the Council's meeting.	1 January for changes to be implemented 1 July through 31 December (same calendar year); 1 July for changes to be implemented 1 January through 1 June (subsequent calendar year). Change must be implemented after the Council's meeting. Additional document (Teach-Out Plan) normally required; see Appendix A of Substantive Change Policy and Procedures.
For **governance** changes including change of ownership, governance, or control, or change in legal status.	**15 Feb**. for review in June (of same calendar year); 1 Aug. for review in December (of same calendar year). Change must be implemented after the Board's meeting.	15 March for review in June (of same calendar year); 1 Sept. for review in December (of same calendar year). Change must be implemented after the Board's meeting. Additional form normally required.

To determine which procedure(s) a particular substantive change requires, for **institutional changes**, see Substantive Change Policy and Procedures; for **program changes**; and for **off-campus instructional site or additional location changes**.

4. Procedure

For *any* potential substantive changes, the following steps must be performed.

1. The party attempting the change informs, in writing, the SACSCOC Liaison of the intended substantive change. This information must be delivered **at least six weeks** before the intended, corresponding SACSCOC due-date (see table above).
2. The SACSCOC Liaison reviews the intended change, determines whether the change qualifies as a substantive change, and informs the party of the determination.
3. If the intended change is not a substantive change, the party may proceed with the change without completing the remaining steps.

4. The SACSCOC Liaison, in consultation with the party intending the change, determines the implementation date of the change and the corresponding submission date required.
5. If a fee is required, the party intending the substantive change secures approval for paying the fee.
6. The party intending the substantive change consults Substantive Change Policy and Procedures and drafts any required documents, such as a prospectus or description of planned changes, credential in question, transmittal letter, etc.
7. The party shares the drafts with any substantively affected other parties (such as faculty members in the program in question) and makes any necessary corrections.
8. These corrections, as well as all final drafts of required documents, must be submitted to the SACSCOC Liaison by **one month** before the corresponding SACSCOC due-date (see table above).
9. The SACSCOC Liaison reviews the drafts and, in cooperation with the party intending the substantive change, makes any necessary changes.
10. The SACSCOC Liaison submits the necessary documents and fees according to the due date listed in the table above.
11. The SACSCOC Liaison ensures that copies of all submitted documents are stored and organized on Google Drive.
12. The SACSCOC Liaison keeps affected parties informed of any progress in the process or notifications from SACSCOC.

As always, the parties intending the change and the SACSCOC Liaison are responsible for consulting up-to-date documents and ensuring that all required procedures are followed. The present document is SHC's Substantive Change Policy and is not intended to replace current documentation from SACSCOC, which is available on the SACSCOC Web Site.

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