

 <b>Wharton County Junior College</b>	<b>ADMINISTRATIVE PROCEDURE MANUAL</b>	
WCJC Title: <b>Substantive Change</b>	Section G: <b>Community and Governmental Relations</b>	Page(s): 3
<b>BASED ON BOARD OF TRUSTEES POLICY</b>		
Policy Title: <b>Relations With Educational Accreditation Agencies</b>	Policy: <b>GK</b>	
Subtitle: <b>None</b>	Date Adopted: 08-01-2020	

### **Purpose**

The College maintains a set of codified and approved substantive change policies and procedures to ensure that all substantive changes are reported to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) in a timely manner, as required by The Principles of Accreditation Standard 14.2 and the [SACSCOC Substantive Change Policy and Procedures](#).

### **Definition**

A substantive change, as defined by SACSCOC, may include:

- Substantially changing the established mission or objectives of an institution or its programs.
- Changing the legal status, form of control, or ownership of an institution.
- Changing the governance of an institution.
- Merging / consolidating two or more institutions or entities.
- Acquiring another institution or any program or location of another institution.
- Relocating an institution or an off-campus instructional site of an institution (including a branch campus).
- Offering courses or programs at a higher or lower degree level than currently authorized.
- Adding graduate programs at an institution previously offering only undergraduate programs (including degrees, diplomas, certificates, and other for-credit credential).
- 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.
- 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.
- Initiating programs by distance education or correspondence courses.

- Adding an additional method of delivery to a currently offered program.
- Entering into a cooperative academic arrangement.
- Entering into a written arrangement under 34 C.F.R. §668.5 under which an institution or organization not certified to participate in the Title IV Higher Education Act (HEA) programs offers less than 25% (notification) or 25-50% (approval) of one or more of the accredited institution's educational programs. An agreement offering more than 50% of one or more of an institution's programs is prohibited by federal regulation.
- Substantially increasing or decreasing the number of clock hours or credit hours awarded or competencies demonstrated, or an increase in the level of credential awarded, for successful completion of one or more programs.
- Adding competency-based education programs.
- Adding each competency-based education program by direct assessment.
- Adding programs with completion pathways that recognize and accommodate a student's prior or existing knowledge or competency.
- Awarding dual or joint academic awards.
- Re-opening a previously closed program or off-campus instructional site.
- Adding a new off-campus instructional site/additional location including a branch campus.
- Adding a permanent location at a site at which an institution is conducting a teach-out program for students of another institution that has ceased operating before all students have completed their program of study.
- Closing an institution, a program, a method of delivery, an off-campus instructional site, or a program at an off-campus instructional site.

## **Procedure**

All changes to instruction, curriculum, or programs offered at WCJC must be submitted to, reviewed, and approved by the WCJC Curriculum and Instructional Resources Committee (CIR). This body is responsible for identifying when or if a requested change may be considered substantive, based on the SACSCOC definition outlined above. Following approval by the CIR, all recommendations for change are presented to the Vice President of Instruction (VPI) for final approval, as well as for consideration regarding potential for substantive change.

Division Chairs, Deans, and the VPI continually monitor instructional, curricular, and programmatic offerings, off-campus instructional sites, and instructional delivery to ensure that all courses and programs comply with College Policies, including those related to potential substantive change.

Upon recommendation from the VPI, dual credit agreements are approved by the President and are reviewed for potential substantive change at that time.

Non-academic substantive changes, including an address change, the establishment of a new branch campus, the acquisition or merger of another institution, or the approval of a contract

with an outside entity must be reviewed by the President's Executive Cabinet and approved by the President. Any such changes would be reported to SACSCOC upon final approval.

With regard to the above scenarios, or any modification to the College that results in a substantive change, the College's SACSCOC Liaison is responsible for reporting the substantive change to SACSCOC, following those requirements outlined within the [SACSCOC Substantive Change Policy and Procedures](#). In addition, the SACSCOC Liaison is responsible for conducting an annual review of all academic and non-academic changes to verify compliance with all WCJC substantive change policies and procedures and SACSCOC standard 14.2.

**Date Prepared:** 06-07-2021 (AAA)

**Revised Date:**