

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

PROCEDURE NUMBER: 3-1-324.1

PAGE: 1 OF 7

PROCEDURE TITLE: SACS COC Accreditation – Substantive Change

BASED ON POLICY: 3-1-324

REVISION NUMBER:

**OFFICE OF
RESPONSIBILITY: Academic Affairs**



PRESIDENT

January 17, 2012

DATE

PURPOSE

This procedure outlines the notification process the College must follow to be in compliance with the Southern Association of Colleges and Schools Commission on College's Substantive Change requirements. The full description of the requirements can be found at the SACSCOC website: www.sacscoc.org Substantive Change for Accredited Institutions of the Commission on Colleges.

The TCL SACS Liaison is responsible for monitoring the various types of curriculum actions that may trigger a required substantive change notification. The Deans for the Academic Divisions support the TCL SACS Liaison by reporting any possible notification prior implementation.

PROCEDURE

Overview:

Definition: Substantive change is a significant modification or expansion of the nature and scope of an accredited institution. Under federal regulations, substantive change includes

- Any change in the established mission or objectives of the institution
- Any change in legal status, form of control, or ownership of the institution

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

PROCEDURE NUMBER: 3-1-324.1

PAGE: 2 OF 7

- 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 percent 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 a dual degree program or a joint degree 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

The SACSCOC Board of Trustees has approved additional substantive changes that require notification and, in some cases, approval prior to implementation. This policy and its procedures address substantive changes identified through Federal regulations and Board approval.

The chart below outlines the various types of substantive changes and the corresponding reporting requirements. The College will ensure these reporting requirements are met on all substantive changes.

The excerpt below extracted on January 9, 2012 includes pages 6-9 from <http://sacscoc.org/pdf/081705/Substantive%20change%20policy.pdf>

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

PROCEDURE NUMBER: 3-1-324.1

PAGE: 3 OF 7

Reporting the Various Types of Substantive Change

The different types of substantive change, the specific procedure to be used for each, their respective approval/notification requirements, and their reporting time lines are included in the table that follows. Please read the full text under the appropriate procedure for details regarding reporting.

Types of Change	Procedure	Prior Notification Required	Time Frame for Contacting COC	Prior Approval Required	Documentation
Initiating coursework or programs at a different level than currently approved	1	Yes	12 months	Yes	Application for Level Change Due dates: April 15 or October 1
Expanding at current degree level (<i>significant departure from current programs</i>)	1	Yes	6 months	Yes	Prospectus
Initiating a branch campus (See definition of "branch campus" on p. 3 of this document.)	1	Yes	6 months	Yes	Prospectus
Initiating a certificate program at employer's request and on short notice					
...using existing approved courses	NA	NA	NA	NA	None
...at a new off-campus site (previously approved program)	1	Yes	Approval required prior to implementation	Yes	Modified prospectus
...that is a significant departure from previously approved programs	1	Yes	Approval required prior to implementation	Yes	Modified prospectus
Initiating other certificate programs					
... using existing approved courses	NA	NA	NA	NA	None
... at a new off-campus site (previously approved program)	1	Yes	6 months	Yes	Prospectus
...that is a significant departure from previously approved programs	1	Yes	6 months	yes	Prospectus
Altering significantly the educational mission of the institution	1	Yes	6 months	Yes	Prospectus

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

PROCEDURE NUMBER: 3-1-324.1

PAGE: 4 OF 7

Types of Change	Procedure	Prior Notification Required	Time Frame for Contacting COC	Prior Approval Required	Documentation
Initiating joint or dual degrees with another institution: (See: "Collaborative Academic Arrangements: Policy and Procedures.") Joint programs - with another SACSCOC accredited institution - with an institution not accredited by SACSCOC Dual programs	2	Yes	Prior to implementation	No	Copy of signed agreement and contact information for each institution
	1	Yes	6 months	Yes	Prospectus
	2	Yes	Prior to implementation	No	Copy of signed agreement and contact information for each institution
Initiating off-campus sites (including Early College High School programs offered at the high school) ...Student can obtain 50 percent or more credits toward program ...Student can obtain 25-49 percent of credit ...Student can obtain 24 percent or less	1	Yes	6 months	Yes	Prospectus
	2	Yes	Prior to implementation	No	Letter of notification
	NA	NA	NA	NA	none
Expanding program offerings at previously approved off-campus sites ...Adding programs that are significantly different from current programs <u>at the site</u> ...Adding programs that are NOT significantly different from current programs <u>at the site</u>	2	Yes	Prior to implementation	No	Letter of notification
	NA	NA	NA	NA	NA

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

PROCEDURE NUMBER: 3-1-324.1

PAGE: 5 OF 7

Types of Change	Procedure	Prior Notification Required	Time Frame for Contacting COC	Prior Approval Required	Documentation
Altering significantly the length of a program	1	Yes	6 months	Yes	Prospectus
Initiating distance learning...					
...Offering 50 percent or more of a program <u>for the first time</u> (Adding subsequent programs requires advance notification <u>only</u> for programs that are significant departures from the originally approved programs)	1	Yes	6 months	Yes	Prospectus
...Offering 25-49 percent	2	Yes	Prior to implementation	No	Letter of notification
...Offering 24 percent or less	NA	NA	NA	NA	none
Initiating programs or courses offered through contractual agreement or consortium	2	Yes	Prior to implementation	No	Letter of notification and copy of signed agreement
Entering into a contract with an entity not certified to participate in USDOE Title IV programs					
... if the entity provides 25% or more of an educational program offered by the COC accredited institution	1	Yes	6 months	Yes	Prospectus
... if the entity provides less than 25% of an educational program offered by the accredited institution	2	yes	6 months	no	Copy of the signed agreement
Initiating a merger/consolidation with another institution	See SACSCOC policy "Mergers, Consolidations and Change of Ownership..."	Yes	6 months	Yes	Prospectus Due dates: April 15 or October 1

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

PROCEDURE NUMBER: 3-1-324.1

PAGE: 6 OF 7

Types of Change	Procedure	Prior Notification Required	Time Frame for Contacting COC	Prior Approval Required	Documentation
Changing governance, ownership, control, or legal status of an institution	See SACSCOC policy " Mergers, Consolidations and Change of Ownership... "	Yes	6 months	Yes	Prospectus Due dates: April 15 or October 1
Relocating a main or branch campus	1	Yes	6 months	Yes	Prospectus
Moving an off-campus instructional site (serving the same geographic area)	2	Yes	Prior to implementation	No	Letter of notification with new address and starting date
Changing from clock hours to credit hours	1	yes	6 months	Yes	Prospectus
Altering significantly the length of a program	1	Yes	6 months	Yes	Prospectus
Initiating degree completion programs	1	Yes	6 months	Yes	Prospectus
Closing a program, approved off-campus site, branch campus, or institution	3	Yes	Immediately following decision to close	Yes	Description of teach-out plan included with letter of notification
- Institution to teach out its own students					
- Institution contracts with another institution to teach-out students (Teach-out Agreement)	3	Yes	Immediately following decision to close	Yes	Description of teach-out plan, copy of signed teach-out agreement detailing terms included with notification
Acquiring any program or site from another institution	See SACSCOC policy " Mergers, Consolidations and Change of Ownership... "	yes	6 months	yes	Prospectus
Adding a permanent location at a site where the institution is conducting a teach-out for students from another institution that is closing	See SACSCOC policy " Mergers, Consolidations and Change of Ownership... "	yes	6 months	yes	Prospectus

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

PROCEDURE NUMBER: 3-1-324.1

PAGE: 7 OF 7
