

Office of Accreditation and Institutional Effectiveness

Substantive Change Policy Statement Bryan College

Bryan College will be proactive in ensuring all incidences of substantive changes are reported in a timely manner as required by Southern Association of Colleges and Schools—Commission on Colleges (SACSCOC). The complete SACSCOC Substantive Change Policy Statement can be found online at <http://www.sacscoc.org/SubstantiveChange.asp>.

Definition and Responsibility

According to SACSCOC, a substantive change is a significant modification or expansion of the nature and scope of an accredited institution. According to their Policy Statement, the following will be considered a substantive change (taken directly from the SACS-OC website):

1. Any change in the established mission or objectives of the institution
2. Any change in legal status, form of control, or ownership of the institution
3. 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
4. The addition of courses or programs at a degree or credential level above that which is included in institution's current accreditation or reaffirmation
5. A change from clock hours to credit hours
6. A substantial increase in the number of clock or credit hours awarded for successful completion of a program
7. 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, and
8. The establishment of a branch campus.

It is the responsibility of Bryan College through the Accreditation Liaison to report all substantive changes based on the commission's policy and follow all procedures and timelines as outlined in the commission's policy statement. Such procedures may include:

1. Notification and approval prior to implementation—in some cases, as much as 12 months prior approval is needed before implementation or,
2. Notification prior to implementation—usually requires a simple letter of notification prior to implementation.

Timelines to be followed

In order to comply with SACSCOC policy on substantive change, Bryan College recognizes the timeline necessary in the reporting process. Taken directly from the SACSCOC Policy, below are examples and timelines of substantive changes most likely to be of consideration for Bryan College. Information on additional types of changes and required timelines can be found on the SACSCOC website or by contacting the SACSCOC Accreditation Liaison.

Type of Change	Requires Prior Notification?	Time Frame for Contacting COC	Prior Approval necessary?
<i>Initiating a new program or degree</i> ...at an approved site that is significantly different from current programs	Yes	Prior to implementation	No
<i>Expanding at current degree level</i> (significant departure which may include new faculty, new courses, new equipment or facilities)	Yes	6 months	Yes
<i>Initiating a branch campus</i>	Yes	6 months	Yes
<i>Initiating a certificate program</i> ... at a new off-campus site (previously approved program)...that is a significant departure from previously approved programs	Yes Yes	Approval prior to implementation Approval prior to implementation	Yes Yes
<i>Initiating off campus sites</i> ... in which a student can obtain 50 percent or more credits toward a program	Yes	6 months	Yes
... Student can obtain 25-49 percent of credit	Yes	Prior to implementation	No
... Student can obtain 24 percent or less	NA	NA	NA
<i>Expanding program offerings</i> ...at previously approved off-campus sites that are significantly different from current programs	Yes	Prior to implementation	No
<i>Initiating programs/courses</i> ...offered through contractual agreement or consortium	Yes	Prior to implementation	No
Relocating a main or branch campus	Yes	6 months	Yes
Relocating an off-campus instructional site	Yes	Prior to implementation	No
Significantly altering the length of a program	Yes	6 months	Yes

Initiating degree completion programs	Yes	6 months	Yes
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Ensuring Timely Reporting of Substantive Changes to SACSCOC

The following activities/initiatives are established to ensure the timely reporting of any substantive change. Since the college liaison takes the lead in reporting all substantive changes, this person will have a presence on specific committees and groups to gain awareness of changes occurring on campus. This includes:

1. Actively works with members of the President’s Cabinet. This will address changes related to the mission of the college as well as adding or changing instructional/branch sites.
2. Member of the A&S and AGS Curriculum Committees. This will address significant changes related to curriculum issues such as adding new programs or significant changes to current instructional programs; moving programs to a more advanced level, and other issues related to instruction.

In addition, the SACSCOC Liaison will sign off on the Program and Site Proposal Form. This form is required for all new programs of study and also serves as notification of changes in location for programs.

Approval of New Substantive Change Policy

The Substantive Change Policy was presented to the President’s Cabinet, reviewed and amended during Cabinet discussion, and approved by unanimous vote on Wednesday, November 20, 2013. Future revisions to the Policy will be initiated by the Liaison and the President and presented to the Cabinet for final approval.

Publishing/Awareness of the Bryan College Substantive Change Policy

In order to make the campus aware of the Substantive Change Policy, the policy is published on the “Office of Accreditation and Institutional Effectiveness” page of the Bryan College website. This page was established in the fall, 2013 semester and the campus was notified of the new site by email. In addition, the Liaison will present the substantive change policy with updates of current notifications to the Academic Council once each fall and spring semester. This committee includes all division chairs, the dean of the School of Adult and Graduate Studies and has access to proposed changes as they are recommended. By keeping this group informed and educated on the Substantive Change policy and activities, the College will be more proactive on reporting such changes in a timely manner as required. In addition, the policy will be presented to the President’s Cabinet every fall to ensure proactive reporting is consistent across the institution.

Reporting Substantive Change

Any possible Substantive Change for the College should be immediately reported to the SACSCOC liaison in order to determine if the change fits the definition of a substantive change as required by SACSCOC. The SACSCOC liaison will work with SACSCOC personnel to ensure that the correct procedure is followed. All substantive change activity will be documented in the SACSCOC Accreditation Liaison through a database maintained by the liaison.