



**Policy & Procedure No. 9.001
Nunez Community College**

Title: Substantive Change Policy

Effective Date: 12/18/2018

Last Revision Date: 03/01/2024

Cancellation:

Department/Office: Institutional Effectiveness/Research

PURPOSE

The purpose of this policy is to establish a framework that ensures compliance with the Southern Association of Colleges and Schools Commission on College's Substantive Change Policy and Procedures. As a condition of continued accreditation by the SACSCOC, substantive changes to the institutional structure and to course delivery, curricula, physical location, or level require prior review and approval. It is the responsibility of Nunez Community College to monitor proposed academic and non-academic changes and take appropriate action in reporting any significant departures to the SACSCOC.

SCOPE

A substantive change as identified by the Southern Association for Colleges and Schools Commission on Colleges (SACSCOC) is a significant modification or expansion of the nature and scope of an accredited institution.

Context

Accreditation or the reaffirmation of accreditation is granted to cover an institution as it exists at the time of evaluation. SACSCOC requires that substantive changes (defined in the Substantive Change Policy Statement) be presented to the Commission for prior review and approval in order for them to be included within the scope of an institution's accreditation. Substantive change may be as a result of additional location, relocation, contractual agreement, branch campus, reclassification of a location, branch campus, and/or an institution, etc.

DEFINITION

Substantive change is defined as a significant modification or expansion of the nature and scope of an accredited institution. Substantive change includes high-impact, high-risk changes and changes that can impact the quality of educational programs and services.

SACSCOC accredits an entire institution. Accreditation extends to all programs and services of an institution wherever located and however delivered. SACSCOC does not accredit individual programs, locations, or portions of an institution. However, some new programs, locations, and other institutional changes are subject to notification and/or approval as defined in *Substantive Change Policy and Procedures*.



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An institution is required to have a written substantive change policy and procedure. It must be approved through institutional processes and published in institutional documents accessible to those affected. The purpose of the institution's substantive change policy and procedure is to ensure all substantive changes are reported to SACSCOC in a timely fashion as required by *Substantive Change Policy and Procedures*. Institutions are responsible for implementing and enforcing their substantive change policy and procedure, as outlined below in the Procedure section.

PROCEDURE

Nunez Community College will be proactive in ensuring all incidences of substantive changes are reported in a timely manner as required by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Nunez has developed and implemented the following procedure to ensure that the institution maintains compliance with the Southern Association of Colleges and Schools Commission on College's Substantive Change Policy Statement:

- I. The creation of a Substantive Change Committee to include the following:
 1. Nunez Community College administrative and committee chairs are responsible for initiating actions that may result in a substantive change, and are obligated to inform the SACSCOC Liaison during the planning phase of any proposed change.
 2. It is also the responsibility of the Director of Institutional Research, Institutional Effectiveness and Compliance Officer (SACSCOC Liaison) to proactively monitor all proposed college changes to identify potential substantive changes. The SACSCOC Liaison evaluates planned changes for the College and examines the institution's current offerings and operations to make certain the College remains in compliance with the Commission's Substantive Change policy.
 3. Proposed changes are reviewed with the Vice-Chancellor of Education, Training, and Student Success (VCETS) to determine if they are substantive in nature. If the changes are considered substantive, the SACSCOC Liaison determines the specific approach for reporting the change to the Commission using the following categories: a.) review of substantive change requiring notification and approval prior to implementation, b.) review of substantive changes requiring only notification prior to implementation, and c.) closing a program, instructional site, branch campus, or an institution. The SACSCOC Liaison collaborates with committees or units proposing changes to prepare appropriate documentation when the proposed changes are determined to be significant. Documentation is provided to Chancellor for submission to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).
 4. The SACSCOC Liaison is responsible for notifying the Commission of any substantive changes.

Upon approval by the Curriculum Committee, the SACSCOC Liaison will initiate the substantive change review and determine if notification or a prospectus is required. The SACSCOC Liaison is responsible for organizing any onsite substantive change committee visits. Additional committees can also be organized to assist in these tasks.



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- a. Academic programs – the initiating academic department will be responsible for preparing the prospectus or additional documentation as requested working with the SACSCOC Liaison.
 - b. Non-Academic programs – the impacted department(s) with assistance from the SACSCOC Liaison is responsible for preparing the documentation.
5. The Vice Chancellor of Education, Training, and Student Success will notify the Louisiana Community and Technical System (LCTCS) Board of Supervisors and Board of Regents of proposed and approved changes.
 6. Nunez Community College's Substantive Change policy is published on the institution's website. In addition, the SACSCOC Liaison shares the policy and/or any changes to the policy as needed with all of the College's administrators during Chancellor's Executive Cabinet and the Chancellor's Council.
 7. All records of Nunez Community College substantive changes considerations, submissions, and actions will be maintained by the SACSCOC Liaison.

Under federal regulations, substantive change includes:

- 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.



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- Substantially increase 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.
- Participating in the federal Prison Education Program providing Pell Grant access to confined or incarcerated students.

Review Process:

X	Reviewing Council/Entity	Review Date	Effective Date	Notes
	Director of IRIE & Compliance	02/28/2024	03/19/2024	
	Chancellor’s Executive Cabinet	03/19/2024	03/19/2024	

Policy Referenced: SACSCOC Substantive Change Policy and Procedures

Distribution: Distributed Electronically via College’s Internet

Chancellor’s Signature/Approval

SIGNATURE:

Tina M. Tinney, Ed.D.
Chancellor

DATE: 03/19/2024