
SUBSTANTIVE CHANGE

WHAT YOU NEED TO KNOW



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AGENDA

- What is Substantive Change and Why is it Important?
- Types of Substantive Changes
- Due Dates
- Examples
- How to Submit a Substantive Change
- Q & A

WHAT IS A SUBSTANTIVE CHANGE?

A Substantive change is 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.

- Member institutions are required to notify SACSCOC of changes in accordance with the substantive change policy, and when required, seek approval PRIOR to the initiation of changes.

WHY IS IT IMPORTANT?

- SACSCOC accredits an entire institution and its programs and services, wherever they are located or however they are delivered
- SACSCOC is responsible for reviewing all sub changes that occur between decennial reviews to determine whether the changes have affected the quality of the total institution and assuring the public that all aspects of the institution continue to meet defined standards
- SACSCOC Standard 14.2 – The institution has a policy and procedure to ensure that all substantive changes are reported in accordance with SACSCOC policy

WHY IS IT IMPORTANT (CON'T)

If an institution fails to follow SACSCOC substantive change policy and procedures, it may lose its Title IV funding or be required by the U.S. Department of Education to reimburse it for money received by the institution for programs related to the unreported substantive change.

In addition, the institution's case may be referred to the SACSCOC Board of Trustees for the imposition of a sanction or for removal from membership.

- 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.

TYPES OF SUBSTANTIVE CHANGES

TYPES OF SUBSTANTIVE CHANGES (CON'T)

- 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 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.



MOST COMMON SUB CHANGES

- Adding a program that is a significant departure (50-100% new content...net GenEd) from the existing programs, or method of delivery ($\geq 50\%$), from those offered when the institution was last evaluated (New program)
- Initiating programs by distance education or correspondence courses (AA, AS, EMT*, Early Childhood*, AAT*)
- Entering into a cooperative academic arrangement (Title IV/Non-Title IV)
- Substantially increase or decreasing the number of clock/credit hours awarded or competencies demonstrated for an award
- Adding/re-opening a new off-campus instructional site (OCIS)
- Closing a program, method of delivery, OCIS, or program/opportunity at an OCIS

WHAT DOES “CLOSING A PROGRAM” MEAN?

- To discontinue one or more awards of a RC approved program at all locations where offered.
 - The program/award is removed from RC’s program inventory. Consultation with the IE Office, a teach-out plan, and PRIOR approval from SACSCOC is required.
- To discontinue one or more awards of a RC approved program at an existing approved RC location (OCIS)
 - The program/award is removed from the site but NOT from RC’s program inventory. Consultation with the IE Office, a teach-out plan, and PRIOR approval from SACSCOC is required. The teach-out plan should be submitted as soon as possible after the decision is made to close (stop admitting student).

ADDITIONAL CONSIDERATIONS...

- Denial of a substantive change request is not appealable. An institution that fails to gain approval of the sub change may resubmit a revised prospectus or application following the guidelines and time frames described in the sub change policy.
- The date of the SACSCOC letter of approval of a sub change is considered the date on which the change is included as part of the institution's accreditation.
- Certain types of substantive changes require approval if an institution is on Substantive Change Restriction, so always defer to the IE Office for requirements.

DUE DATES

Type of Change	Due Date	Starting Semester
New Program (w/ 50% or more new content) Approval	January 1 st	Fall
	July 1 st	Spring
New Program (w/ 25-49% new content) Notification Only	Prior to Implementation	
New Off-Campus Instructional Site (OCIS) w/ 50% or more SCH of an award – Approval	March 15 th	Fall
	Sept 1 st	Spring
New OCIS (w/ 25-49% SCH of an award) – Notification Only	Prior to Implementation	



EXAMPLES

- RC wants to start offering a new Synthetic Biology program at XYZ Laboratory in Brownwood starting fall 2023
 - New Program at a NEW OCIS – Prospectus due Jan 1, 2023
- Anytown ISD is wanting to offer RC's AA/AS as dual credit starting fall 2022. No previous DC w/ RC
 - New OCIS – Prospectus due March 15, 2022
- AAT is wanting to offer a Cert I made up of 6 courses/18 hours (no new content but new course numbers)
 - Although 18 hours is 30% of 60 and 25-49% new content is a significant departure, the content is not new even if the course numbers in ACGM/WECEM change. So, no notification necessary.
- Everytown ISD is wanting to offer the welding program starting fall 2022. They are already offering AA/AS.
 - No prior notification or approval required.
- Tarleton State Univ wants to partner with RC to offer a 2+2 articulation agreement in Nanoscale Optoelectronic Materials. RC student takes AS and all courses transfer to Tarleton toward NOM degree.
 - No prior notification or approval required for RC (Tarleton may have to notify SACSCOC)



EXAMPLES (CON'T)

- Lingleville ISD lost their welding teacher and no longer wants to offer DC welding
 - SACSCOC approval is required along with a teach-out plan
- Science Division decides A & P I & II are too hard to take online and decides to only offer them F2F starting fall 2022
 - ???
- The Underwater Basket Weaving program is currently a 51-hour, 4-semester Cert II. The industry affiliate has determined the certificate should only be 30 hours. RC updates degree to a 2-semester, 30-hour Cert II.
 - This is a 41% decrease in hours, which is more than 25% and students' expected time to completion decreased by more than one term. This constitutes a Program Length Sub Change and requires approval prior to implementation
- RC wants to re-open its Business Office Technology Program, which closed 6 years ago.
 - New program because it's been more than 5 years.

HOW TO SUBMIT A SUB CHANGE

- <https://www.rangercollege.edu/>
- About Us → Institutional Effectiveness
- Accreditation
- Accreditation Resources for Employees
- Substantive Change Submission Form

Q & A

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