



Santa Fe College Rules Manual

Title: **Substantive Change** **Procedure 2.5P**

Based on: Rule 2.5

Effective Date: January 19, 2022

Santa Fe College’s regional accrediting body, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) defines substantive change as “a significant modification or expansion of the nature and scope of an accredited institution.” All institutions under SACSCOC oversight must abide by its [Substantive Change Policy and Procedures](#) as a condition of continued accreditation.

Under federal regulations, substantive change includes the following:

- Any change in the established mission or objectives of the institution.
- Any change in legal status, form of control, or ownership of the institution.
- 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 percent or more of one or more of the accredited institution’s programs.

Identifying and Reporting Substantive Changes at Santa Fe College:

Santa Fe College is required to notify, and in some cases secure SACSCOC approval, *prior to implementing a substantive change*. Substantive changes that require approval must be

submitted to SACSCOC more than six months in advance, and some substantive changes require a committee visit. Substantive changes that require reporting to SACSCOC fall into three categories: institutional changes, program changes, and off-campus instructional site changes.

Any college administrators who can initiate, modify, review, approve, or allocate resources for the following changes must follow the college's procedures to ensure timely coordination and notification of substantive changes to SACSCOC. Proposed substantive changes must undergo formal review by the Provost and the College's SACSCOC accreditation liaison prior to SACSCOC notification.

Program Changes:

- Adding an academic degree or certificate program that is not closely related to previously approved programs (with more than 25% new content from currently offered programs) or at a higher degree level
- Adding a program that will require significant additional equipment or facilities, financial resources,
- Adding or ceasing an existing program's method of instructional delivery
- Deciding to close or stop admission for an existing program, or re-opening a program
- Entering into a cooperative academic agreement with another institution or entity (including delivery of instruction, dual awards, and joint awards)
- Changing a program's length or the measure of student progress to completion

Reporting Procedure for Program Changes:

1. Chair or Director (or other Academic Affairs staff) reports proposed change to the Academic Affairs Associate Vice President overseeing the program.
2. The Academic Affairs Associate Vice President notifies the Provost and SACSCOC accreditation liaison in writing of the proposed change.
3. If the Provost authorizes the proposed change, the SACSCOC accreditation liaison notifies the Academic Affairs Associate Vice President of reporting requirements, timeframe, and format, based on the type of substantive change proposed.
4. The Academic Affairs Associate Vice President or designee prepares substantive change report for submission to SACSCOC and sends completed document to Provost and SACSCOC accreditation liaison for review.
5. Upon approval by the Provost and President, the SACSCOC accreditation liaison submits the substantive change report to SACSCOC.

Off-Campus Instructional Site (OCIS) Changes:

- Closing a program at an off-campus instructional site
- Initiating a new or closing an existing off-campus instructional site
- Relocating or re-opening an off-campus instructional site
- Re-naming or changing the address of an off-campus instructional site

Reporting Procedure for OCIS Changes:

1. SF administrator of operational unit proposing change reports to the Vice President overseeing the area.
2. The Vice President notifies the Provost and/or President and SACSCOC accreditation liaison in writing of the proposed change.
3. If the Provost and/or President authorizes the proposed change, the SACSCOC accreditation liaison notifies the Vice President of reporting requirements, timeframe, and format, based on the type of substantive change proposed.
4. The Vice President or designee prepares substantive change report for submission to SACSCOC and sends completed document to Provost and/or President and SACSCOC accreditation liaison for review.
5. Upon approval by the Provost and President, the SACSCOC accreditation liaison submits the substantive change report to SACSCOC.

Institutional Changes:

- Significantly altering the educational mission of the institution
- Changing the institution's measure of student progress to completion
- Instituting a competency-based education (CBE) program earned through a course/credit-based approach
- Changing governance, ownership, control, or legal status of an institution
- Initiating a merger/consolidation with another institution

Reporting Procedure for Institutional Changes:

1. SF administrator of operational unit proposing change reports to the Vice President overseeing the area.
2. The Vice President notifies the Provost and/or President and SACSCOC accreditation liaison in writing of the proposed change.
3. If the Provost and/or President authorizes the proposed change, the SACSCOC accreditation liaison notifies the Vice President of reporting requirements, timeframe, and format, based on the type of substantive change proposed.
4. The Vice President or designee prepares substantive change report for submission to SACSCOC and sends completed document to Provost and/or President and SACSCOC accreditation liaison for review.
5. Upon approval by the Provost and President, the SACSCOC accreditation liaison submits the substantive change report to SACSCOC.

For more information on substantive change and how to obtain the necessary approvals prior to implementing a substantive change, contact the College's SACSCOC Accreditation Liaison.