Panola College
Policy on Substantive Change

Overview/requirements to SACSCOC

What is Substantive Change?

According to SACSCOC, "A substantive change is a significant modification or expansion of the nature and scope of an accredited institution."

SACSCOC Requirements

Panola College is accredited by the Southern Association of Colleges and Schools' Commission on Colleges (SACSCOC) and complies with the *Substantive Change Policy and Procedures*.

According to Standard 14.2 in *The Principles of Accreditation*, "The institution has a policy and procedure to ensure that all substantive changes are reported in accordance with SACSCOC policy." Institutions are required to notify or secure SACSCOC approval prior to implementing a substantive change which may necessitate a prospectus, application, or a notification to SACSCOC depending on the type of change. Refer to the *SACSCOC Substantive Change Policy and Procedures* for specific requirements and definitions.

The policy below outlines Panola College's process for monitoring and reporting substantive change to ensure compliance with SACSCOC requirements. This policy can be found on the College's Website.

Panola College Policy

This policy will be used to recognize and approve substantive changes and report these changes in a timely manner according to the requirements and timeline that SACSCOC has provided. The types of substantive changes and persons responsible for reporting such changes are listed on the following pages.

Panola College's policy on substantive change is a collaborative effort by the Director of Institutional Research & Planning (IR Director) and deans and directors that is developed, approved, and amended under the supervision and direction of the Vice President of Instruction (VPI). Then the policy is sent to the Panola College Executive Council for review and approval. The policy will be reviewed annually and updated as needed.

Common Changes

- Program
- Curriculum
- Program length
- Mode of delivery
- Award level
- Off-campus site
- Closure of program, off-campus site, or method of delivery

Submission Deadlines

Notification or Approval required by the SACSCOC Executive Council	
For changes to be implemented July 1 – Dec. 31 of the same calendar year	- October 1- Sub change form due for review - November 15- Rough draft of Prospectus due **January 1** to SACSCOC
For changes to be implemented Jan. 1 – June 30 of the subsequent calendar year	- March 1- Sub change form due for review - May 15- Rough draft of Prospectus due **July 1** to SACSCOC
Approval required by the SACSCOC Board of Trustees	
For changes to be implemented in June of the same calendar year	- November 1- Sub change form due for review - January 11- Rough draft of Prospectus due **March 15** to SACSCOC
For changes to be implemented in December of the same calendar year	- May 10- Sub change form due for review - July 1- Rough draft of Prospectus due **September 1** to SACSCOC

Substantive Change Responsibilities

Roles	Responsibilities
President	- Receives and reviews a copy of approved C & I proposals. - Receives a final copy of letters of notification or prospectus from the VPI for revision/approval. - Sends appropriate documents to SACSCOC.
Vice President of Instruction (SACSCOC Liaison)	- Serves as a resource to the college and SACSCOC Liaison to help answer questions about substantive changes. - Assists deans, directors, & chairs with the substantive change process. - Receives C & I proposals and supporting data to assist with determining if a letter of notification or prospectus needs to be written. - Reviews letters of notification or prospectus, makes any necessary revisions, and sends it to the President for approval.

Director of Institutional Research & Planning	• Serves as a resource to the college to help answer questions about substantive changes. • Reviews possible changes to programs/curriculum and works with the VPI to determine if a letter of notification or prospectus needs to be written. • Writes any letters of notification or prospectus and sends it to the VPI for review and submittal to SACSCOC. • Keeps institution's policy updated.
Deans, Directors, and Chairs	• Refer to the *Substantive Change Policy* when making decisions about possible additions or changes to programs/curriculum. • Contacts the IR Director or VPI to determine whether or not the change constitutes a substantive change and what the SACSCOC requirements are for the specific change in question. • Provides relevant documentation, information, or Curriculum & Instruction (C & I) proposal if necessary.

Policy Approval

Approved by and date:

- Panola College Executive Council- 05/27/2015
- Revised 11/20/2015
- Revised 04/05/2016
- Revised 04/18/2018
- Revised 07/21/2021

1. The Vice President of Instruction (VPI) meets with deans and department chairs at the beginning of each semester to review the SACSCOC substantive change policies and procedures. If a change requiring SACSCOC notification is identified, the VPI works with the appropriate dean and department chair to prepare for notification. (Please see Types of Substantive Changes pp. 6-8.)

2. <u>Type of Substantive Change</u>:
   a. Not a Curriculum or Program Change: The department chair and/or dean gathers necessary documentation and information and completes the substantive change form on page 5. This is turned in to the VPI. The substantive change is reviewed by the Instructional Council and the Executive Council.

   b. Curriculum or Program Change: The dean/department chair submits a proposal to the Curriculum and Instruction (C & I) Committee which meets in October and February. The C & I Committee approves or denies the proposal. Then, it is forwarded to the VPI, who reviews the proposal and accompanying documentation and approves or denies it. A substantive change form (page 5) must be completed if appropriate.

3. The IR Director will prepare the appropriate paperwork to send to SACSCOC- either a letter of notification, application, or a prospectus.

4. The VPI reviews/revises the substantive change paperwork before sending it to the President to review and submit to SACSCOC.

5. The President reviews the substantive change proposal and if approved, sends a letter notifying SACSCOC that a substantive change in the curriculum is pending.

6. After a letter of notification is submitted to SACSCOC, the President directs the VPI, dean, and/or department chair to prepare a prospectus if warranted. SACSCOC deadlines depend on the type of approval and when the change will be implemented. (See pages 6-8, *Types of Substantive Changes*.)

7. Substantive Changes may not be implemented until SACSCOC approval of prospectus or acceptance of notification is received by Panola College.

Substantive Change Notification Form

Please complete and return to the VP of Instruction. Attach documentation and additional pages as necessary. See policy for deadlines.

Person(s) Initiating Change:

Department:

Proposed Implementation (semester and year):

Briefly describe the nature of the change:

Explain the reason for the change:

Type of SACSCOC Substantive Change (see pp. 6-8):

Report prepared by: _____
                            Signature   Title   Date

VP of Instruction: _____
                            Signature   Date

Types of Substantive Changes

Type	SACSCOC Requirement	Documentation	Time Frame for reporting to SACSCOC
Academic Program Changes			
Clock-Credit Hour Conversion	Approval- Exec Council	Prospectus	Jan. 1 for 7/1 to 12/31 implementation July 1 for 1/1 to 6/30 implementation
Competency-based Education by Direct Assessment – Approval	Approval- Full BOT; Committee visit	Prospectus; fee	March 15 (June Review) Sept. 1 (Dec. Review)
Competency-based Education by Direct Assessment – Notification	Notification	Letter	Jan. 1 for 7/1 to 12/31 implementation July 1 for 1/1 to 6/30 implementation
Cooperative Academic Arrangement with Title IV Entities	Notification	Letter + Signed Agreement	Jan. 1 for 7/1 to 12/31 implementation July 1 for 1/1 to 6/30 implementation
Cooperative Academic Arrangement with Non-Title IV Entities – Approval	Approval- Exec Council	Prospectus + Fee	Jan. 1 for 7/1 to 12/31 implementation July 1 for 1/1 to 6/30 implementation
Cooperative Academic Arrangement with Non-Title IV Entities – Notification	Notification	Letter + Signed Agreement	Jan. 1 for 7/1 to 12/31 implementation July 1 for 1/1 to 6/30 implementation
Correspondence Education	Approval- Exec Council	Letter + Fee	Jan. 1 for 7/1 to 12/31 implementation July 1 for 1/1 to 6/30 implementation
Dual Academic Award	Notification	Letter + Signed Agreement	Jan. 1 for 7/1 to 12/31 implementation July 1 for 1/1 to 6/30 implementation
Joint Academic Award with non-SACSCOC Institution(s) or Entity(ies)	Approval- Exec Council	Prospectus + Fee	Jan. 1 for 7/1 to 12/31 implementation July 1 for 1/1 to 6/30 implementation
Joint Academic Award with SACSCOC Institution(s)	Notification	Letter + Signed Agreement	Jan. 1 for 7/1 to 12/31 implementation July 1 for 1/1 to 6/30 implementation
Method of Delivery – Approval	Approval- Exec Council	Prospectus	Jan. 1 for 7/1 to 12/31 implementation July 1 for 1/1 to 6/30 implementation
Method of Delivery – Notification	Notification	Letter	Jan. 1 for 7/1 to 12/31 implementation July 1 for 1/1 to 6/30 implementation
New Program – Approval	Approval-Exec Council	Prospectus + Fee	Jan. 1 for 7/1 to 12/31 implementation July 1 for 1/1 to 6/30 implementation
New Program – Notification	Notification	Letter	Jan. 1 for 7/1 to 12/31 implementation July 1 for 1/1 to 6/30 implementation
Program Closure	Approval-Exec Council	Teach-out plan	Jan. 1 for 7/1 to 12/31 implementation July 1 for 1/1 to 6/30 implementation

Program Designed for Prior Learning – Approval	Approval- Exec council	Prospectus + Fee	Jan. 1 for 7/1 to 12/31 implementation July 1 for 1/1 to 6/30 implementation
Program Designed for Prior Learning – Notification	Notification	Letter	Jan. 1 for 7/1 to 12/31 implementation July 1 for 1/1 to 6/30 implementation
Program Length Change	Approval- Exec Council	Prospectus + Fee	Jan. 1 for 7/1 to 12/31 implementation July 1 for 1/1 to 6/30 implementation
Program Re-open	Notification	Letter	Jan. 1 for 7/1 to 12/31 implementation July 1 for 1/1 to 6/30 implementation
Instructional Location Changes			
Off-campus Instructional Site where 25-49% of content for a program is delivered	Notification	Letter	Jan. 1 for 7/1 to 12/31 implementation July 1 for 1/1 to 6/30 implementation
Off-campus Instructional Site where ≥ 50% of a program is delivered (extensive or limited review types)	Approval- Depends on type; Committee visit contingency	Prospectus + Fee	May differ based on review type. Contact Institutional Research & Planning Office
Off-campus Instructional Site- Non-branch Campus	Notification	Letter	Jan. 1 for 7/1 to 12/31 implementation July 1 for 1/1 to 6/30 implementation
Off-campus Instructional Site- Branch Campus	Approval- Exec Council	Prospectus + Fee	Jan. 1 for 7/1 to 12/31 implementation July 1 for 1/1 to 6/30 implementation
Off-campus Instructional Site Name or Address Change	Notification	Letter	Jan. 1 for 7/1 to 12/31 implementation July 1 for 1/1 to 6/30 implementation
Off-campus Instructional Site Closure	Approval- Exec Council	Teach-out plan	A teach-out plan should be submitted as soon as the decision is made to close
Off-campus Instructional Site Re-open	Notification	Letter + Statement	Jan. 1 for 7/1 to 12/31 implementation July 1 for 1/1 to 6/30 implementation
Institutional Changes			
Change in Measure of Student Progress to Completion	Approval- Exec Council	Prospectus + Fee	Jan. 1 for 7/1 to 12/31 implementation July 1 for 1/1 to 6/30 implementation
Competency-based Education by Course/Credit-based Approach – Institutional-level Approval	Approval- Exec Council	Prospectus + Fee	Jan. 1 for 7/1 to 12/31 implementation July 1 for 1/1 to 6/30 implementation
Distance Education – Institutional-level Approval	Approval- Exec Council	Prospectus + Fee	Jan. 1 for 7/1 to 12/31 implementation July 1 for 1/1 to 6/30 implementation
Governance Change	Notification and Approval- Full BOT; Committee visit	Letter + Prospectus + Fee	March 15 (June Review) Sept. 1 (Dec. Review)

Institution Closure	Approval- Exec Council	Teach-out plan	The teach-out plan must be submitted as soon as possible after the decision
Institution Relocation	Approval- Exec Council	Prospectus + Fee	Jan. 1 for 7/1 to 12/31 implementation July 1 for 1/1 to 6/30 implementation
Institution, Program, or Location Acquisition	Notification and Approval- Full BOT; Committee visit	Letter + Prospectus + Fee	Contact Institutional Research & Planning Office at least six months in advance.
Institutional Contingency Teach-out Plan	Approval- Exec Council	Teach-out plan	Jan. 1 for 7/1 to 12/31 implementation July 1 for 1/1 to 6/30 implementation
Level Change	Approval- Full BOT; Committee visit	Application + Fee	March 15 (June Review) Sept. 1 (Dec. Review)
Merger / Consolidation	Notification and Approval- Full BOT; Committee visit	Letter + Prospectus + Fee	Contact Institutional Research & Planning Office for more information.
Mission Change	Approval- Exec Council	Prospectus + Fee	Jan. 1 for 7/1 to 12/31 implementation July 1 for 1/1 to 6/30 implementation
Ownership, Means of Control, or Legal Status Change	Notification and Approval- Full BOT; Committee visit	Letter + Prospectus + Fee	Contact Institutional Research & Planning Office for more information.

Source: SACSCOC Substantive Change Policy and Procedures pp. 12-52

KEY:
- Exec Council = The SACSCOC Executive Council of the Board of Trustees
- Full BOT = The SACSCOC full Board of Trustees