

COAHOMA COMMUNITY COLLEGE

INSTITUTIONAL SUBSTANTIVE CHANGE POLICY

Purpose: The purpose of this policy is to establish the requirements, procedures and processes necessary to ensure timely coordination and notification of substantive changes involving the Coahoma Community College to the college's regional accrediting body, the Southern Association of Colleges and Schools, Commission on Colleges (SACSCOC).

Responsible Official(s): President and/or Chief of Staff

Personnel Responsible for Policy Implementation:

Department Chairs/Program
Coordinators

Instructional Deans

Accreditation Liaison

Effective Date: November, 2018

Overview: As defined by the SACSCOC, a “substantive change is a significant modification or expansion of the nature and scope of an accredited institution.” SACSCOC is required by the federal government to monitor the compliance of its member colleges and universities with the substantive change policy and to grant permission for major changes to occur. The SACSCOC Board of Trustees requires notification of substantive changes as a condition of accreditation standard 14:2 and, in some cases, approval prior to implementation. This policy and its procedures address substantive changes identified through federal regulations and the SACSCOC Board of Trustees.

What is a Substantive Change?

Substantive changes include, but are not limited to

- Initiating coursework or programs at a different level than currently approved
- Expanding at current degree level (significant departure from current programs)
- Initiating a branch campus
- Initiating certificate programs
- Altering significantly the educational mission of the institution
- Initiating joint or dual degrees with another institution
- Initiating a certificate program at employer's request and on short notice
- Initiating off-campus sites

Approved by CCC Curriculum Committee - November 29, 2018

- Expanding program offerings at previously approved off-campus sites
- Altering significantly the length of a program
- Changing from clock hours to credit hours
- Initiating a direct assessment competency-based program
- Initiating distance learning
- Entering into a contract with an entity not certified to participate in UDOE Title IV programs (for the delivery of an educational program)
- Initiating programs/courses offered through contractual agreement or consortium
- Initiating a merger/consolidation with another institution
- Changing governance, ownership, control, or legal status of an institution
- Adding a permanent location at a site where the institution is conducting a teach-out for students from another institution that is closing
- Closing a program, approved off-campus site, branch campus, or institution

Why is it so important that we report substantive changes to SACSCOC and other relevant entities?

Failure to comply with the SACSCOC Substantive Change policy and report substantive changes in a time-appropriate manner may result in negative actions being taken against Coahoma Community College by the Commission or the Department of Education. Specifically, potential consequences include:

- Loss of Title IV Funding
- Repayment of monies received from the U.S. Department of Education for programs related to the unreported substantive change
- Sanctions or removal from membership of the SACSCOC

Some substantive changes must also be reported to the Department of Education for federal financial aid purposes. The Accreditation Liaison will notify the Office of Financial Aid of substantive changes involving off-site locations and initiation of new programs.

There are three procedures established by SACSCOC for addressing the different types of substantive changes.

- **Procedure One** for the review of Substantive Changes Requiring Notification and Approval Prior to Implementation (e.g., initiating a new off-campus site, offering 50% or more of a new degree program online)
- **Procedure Two** for Review of Substantive Changes Requiring Only Notification Prior to Implementation (e.g., offering 25-49% of a new degree program online, initiating a joint degree program with another SACSCOC accredited institution)

- **Procedure Three** for Closing a Program, Site, Branch Campus or Institution (e.g., ceasing to offer a degree program at an off-campus site, closing an approved off-campus site)

Which procedure to be employed for differing types of substantive changes is clarified in the SACSCOC policy statement entitled Substantive Change for Accredited Institutions of the Commission on Colleges, see attached Appendix A, starting on page 6). The different types of substantive changes, the specific procedure to be used for each, their respective approval/notification requirements, fees, and their reporting time lines are included on pages 15-17. A detailed presentation of the procedural steps to be followed in executing Procedure One, Procedure Two, or Procedure Three is presented on pages 15-22.

Responsibilities and Actions:

What are my responsibilities in reporting a substantive change?

Instructional Deans:

It is the responsibility of the designated instructional dean within the respective college advancing the substantive change to:

- Review the substantive change documentation and resolve any questions or issues surfacing from that review with the department chair during the Annual Curriculum Meeting(s).
- Verify that the actions steps executed by the department chair ensure that all SACSCOC and federal regulations pertaining to substantive change have been met;
- Sign the CCC Substantive Change Routing Approval Form (see page 5) and forward it and all supporting documentation to the Accreditation Liaison.

Accreditation Liaison:

It is the responsibility of the Accreditation Liaison to:

- Review substantive change documentation and resolve any questions or issues that surface during that review with the college Instructional Deans;
- Advise the Instructional Deans concerning any question or issue requiring an institution-level decision prior to final approval of the substantive change;
- Inform the college leadership of changes in SACSCOC policies and procedures related to substantive change;
- Maintain the website to include the most recent updated version of the CCC Substantive Change Policy and the most recent list of approved undergraduate and certificate programs,
- Draft a letter for Instructional Deans from the College President or Accreditation Liaison to the SACSCOC President notifying the SACSCOC of the substantive change when SACSCOC notification and/or approval is necessary.

Financial Aid Director:

It is the responsibility of the Financial Aid Director to:

- Report to the Department of Education for financial aid purposes.

President or Chief of Staff:

It is the responsibility of the President or Chief of Staff to:

- Review substantive change documentation and resolve any questions or issues that surface during that review with the college Instructional Deans;
- Approve the substantive change;
- Submit to the Board of Trustees for approval

Means by Which Institutional Constituents Are Informed of the CCC Substantive Change Policy and Procedure:

The Instructional Deans, Chairpersons and Program Coordinators have a fundamental responsibility to be aware of the College's substantive change policy and to assure that their staff adhere to this policy. This policy will be posted on the College's Accreditation website. The CCC Accreditation Liaison will distribute copies of the CCC Substantive Change Policy and Procedure to the Instructional Dean, Chairperson, and Program Coordinator annually as well as immediately after any change in policy and procedure has been approved. The Accreditation Liaison will also update the substantive change policy posting on the Accreditation website at <http://www.coahomacc.edu/ie/accreditation/index>

Who should I contact if I have questions?

For questions relating to substantive changes, please contact the institution's Accreditation Liaison:

Office of Research, Assessment, and Strategic Initiatives
Charles Reid Sponsored Programs Building
(662) 621-4670
mdixon@coahomacc.edu

Coahoma Community College

Substantive Change Routing Approval Form

Name of the Degree Program: Certificate/Degree Heating, Ventilation, Air Conditioning and Refrigeration Program

Originating Department: Career and Technical Division

Identify Substantive Change by checking the box below:

- | | |
|--|--|
| <input type="checkbox"/> Initiating coursework or programs at a different level than currently approved | <input type="checkbox"/> Initiating a direct assessment competency-based program |
| <input type="checkbox"/> Expanding at current degree level (significant departure from current programs) | <input type="checkbox"/> Initiating distance learning |
| <input type="checkbox"/> Initiating a branch campus | <input type="checkbox"/> Entering into a contract with an entity not certified to participate in UDOE Title IV programs (for the delivery of an educational program) |
| <input type="checkbox"/> Initiating certificate programs | <input type="checkbox"/> Initiating programs/courses offered through contractual agreement or consortium |
| <input type="checkbox"/> Altering significantly the educational mission of the institution | <input type="checkbox"/> Initiating a merger/consolidation with another institution |
| <input type="checkbox"/> Initiating joint or dual degrees with another institution | <input type="checkbox"/> Changing governance, ownership, control, or legal status of an institution |
| <input type="checkbox"/> Initiating a certificate program at employer's request and on short notice | <input type="checkbox"/> Adding a permanent location at a site where the institution is conducting a teach-out for students from another institution that is closing |
| <input type="checkbox"/> Initiating off-campus sites | <input type="checkbox"/> Closing a program, approved off-campus site, branch campus, or institution |
| <input type="checkbox"/> Expanding program offerings at previously approved off-campus sites | |
| <input type="checkbox"/> Altering significantly the length of a program | |
| <input type="checkbox"/> Changing from clock hours to credit hours | |

Approvals:

1. Depart. Chair/Coordinator: The CCC and SACSCOC policies and procedures have been followed in the preparation of this substantive change:

(Print Name)

(Signature)

2. Instructional Dean:

I have reviewed and verify that the action steps executed by the department chair ensure that all CCC, SACSCOC, and federal policies and procedures pertaining to the substantive change have been met.

(Print Name)

(Signature)

3. Financial Aid Director:

I have received notification of the substantive change (s) and will report the changes to the Department of Education, as needed.

(Print Name)

(Signature)

Approved by CCC Curriculum Committee - November 29, 2018

4. President/Chief of Staff:

I have reviewed and approve the substantive change and verify that federal, SACSCOC and CCC substantive change policies and procedures have been met.

(Print Name)

(Signature)