

Kentucky Wesleyan College

Policy & Procedure Manual

Substantive Change Compliance

Approval: Board of Trustees

Policy Type: College

Policy Owner: Vice President for Academic Affairs

Responsible Office: Academic Affairs

Revision History

Approval Date: Feb. 5, 2016

Modified:

Next Review: 12/19

1. Purpose

- 1.1. Kentucky Wesleyan College recognizes the importance of compliance with the Southern Association of Colleges and Schools' Substantive Change for Accredited Institutions of the Commission on Colleges Policy Statement (SACSCOC, 2011), which requires Kentucky Wesleyan to report all substantive changes accurately and in a timely manner to the Commission on Colleges. The purpose of this policy is to describe the process and procedures to be utilized to ensure that the College complies with this Commission on Colleges policy. If unclear as to whether a change is substantive in nature, the college, through the Institutional Liaison, will consult with Commission staff.

2. Scope

- 2.1. Applies to any and all significant modifications or expansions to the nature or scope of Kentucky Wesleyan College.

3. Policy

3.1. Definition of "Substantive Change"

- 3.1.1. Substantive change as defined by the Commission on Colleges is "a significant modification or expansion of the nature and scope of an accredited institution." To determine whether a new program is a "significant departure," the Commission of Colleges considers whether the new program requires significant amounts of additional faculty, courses, library or other learning resources, equipment or facilities, or financial resources.

3.1.2. Examples of "Substantive Change"

- 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
- Adding a certificate program
- The addition of courses or programs at a degree or credential level above that which is included in institution's current accreditation or reaffirmation
- A change from clock hours to credit hours
- A substantial increase or decrease in the number of clock or credit hours awarded for successful completion of a program
- Initiating degree completion programs
- Initiating programs or courses offered through contractual agreement or consortium; entering into a contract with an entity not certified to participate in USDOE Title IV programs
- 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, and
- Closing a program or approved off-campus site.

3.1.3. Additional information is available on the SACSCOC website at <http://www.sacscoc.org/SubstantiveChange.asp>.

3.2. Responsibilities

3.2.1. It is the responsibility of Kentucky Wesleyan College to report all substantive changes based on the commission's policy and follow all procedures and timelines as outlined in the commission's policy statement. Such procedures may include

- Notification **and** approval prior to implementation – in some cases, as much as 12 months prior approval is needed before implementation or
- **Only** notification prior to implementation – usually requires a simple letter of notification prior to implementation.

3.2.2. Information on required timelines can be found on the SACSCOC website <http://www.sacscoc.org/SubstantiveChange.asp> or by contacting the SACSCOC Accreditation Liaison of the college.¹

3.2.3. All tenured and tenure-track faculty members are required to familiarize themselves with this policy. In order to ensure compliance with SACSCOC requirements, all proposers of new programs, degrees and other major initiatives must review the SACSCOC policy on substantive change prior to submitting materials to the Academic Policies Committee for consideration.

3.2.4. The Office of the President is responsible for monitoring any proposed changes in the legal status, form of control, or ownership of the institution or the established mission or objectives of the institution.

¹ Fees are assessed by the Commission to review an application or prospectus for substantive change.

3.2.5. The Office of the Vice President for Academic Affairs is responsible for monitoring curricular revisions and changes in academic program offerings, including method of delivery and location, under consideration to identify changes that may be substantive in nature and may require reporting to or prior approval by SACSCOC.

4. Procedures

- 4.1. In the event of a substantive change, the president of the college will send written notification to the president of the Commission on Colleges in accordance with the requirements of the type of substantive change. The accreditation liaison will work with all involved parties to prepare the letter. Should a prospectus, application for level change or teach-out plan or agreement be required, vice president for academic affairs will oversee the process for preparing the required document(s).
- 4.2. All substantive change activity will be documented and retained by the SACSCOC Accreditation Liaison.

5. Failure to Comply

- 5.1. 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 SACSCOC Board of Trustees for the imposition of a sanction or for removal from membership.

6. Review of and Publishing the Policy

- 6.1. The Faculty, the Vice President for Academic Affairs, the President's Cabinet, have reviewed and the Board of Trustees has approved Kentucky Wesleyan College's *Substantive Change Compliance Policy*. This policy will be reviewed and updated periodically as appropriate.
 - 6.2. The Policy will be posted on the policy page of the website.
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