

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; June 2021

Modified: Mar.2021

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" as noted in the December 2020 revision of the policy

- Any change in the established mission or objectives of the institution

- Any change in legal status, form of control, or ownership of the institution
- Changing the governance of an institution
- Merging/consolidating two or more institutions or entities
- Acquiring another institution or 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 program at a higher level or lower degree level than currently authorized
- Adding graduate programs to 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 methods of delivery, , from those offered when the institution was last evaluated
- Initiating distance education programs or correspondence courses
- Adding an additional method of delivery to currently offered program
- Entering into a cooperative academic arrangement
- Entering into a written arrangement with an organization or institution not certified to participate in Title IV programs
- A substantial increase or decrease in the number of clock 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 program by direct assessment
- Adding programs with completion pathways using a student's prior knowledge or competency
- Awarding dual or joint academic awards
- Re-opening a previously closed program or off-campus site
- Adding a new off-campus site including a branch campus
- Adding a permanent location at while another institution is completing a teach-out program
- Closing an institution, program, method of delivery or or an off-campus site or a program at an off-campus site.

3.1.3. Additional information is available on the SACSCOC website at [Substantive Changes - SACSCOC](http://www.sacscoc.org/SubstantiveChange.asp)<http://www.sacscoc.org/SubstantiveChange.asp>.

3.1.4. [Other substantive changes, required by federal regulations](#)

- SACSCOC notification or approval is required prior to implementing a substantive change
- Different and/or additional requirements apply to institutions placed on Warning, Probation, or Probation with Good Cause over the three prior years

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 [Substantive Changes - SACSCOC](#) 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 institutional changes, e.g., changes in the level of degrees offered, legal status, form of control, ownership of the institution, measures of student progress to completion or the established mission or objectives of the institution.
- 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, its accreditation may be in jeopardy. The institution 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

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

- 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.
-