

Subject: Substantive Change

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1. Purpose

The purpose of this policy is to ensure Tidewater Community College’s compliance with the Commission on Colleges of the Southern Association of Colleges and Schools (SACSCOC) Comprehensive Standard 14.2 (Substantive Change).

2. Policy

Tidewater Community College shall notify and provide appropriate documentation to SACSCOC of substantive changes that are significant modifications or expansions in the nature and scope of the college. SACSCOC shall be informed of such changes according to the procedures set forth in its Substantive Change for Accredited Institutions of the Commission on Colleges Policy Statement and delineated in the Procedures section below.

3. Responsibilities

The Executive Vice President for Academics and Student Affairs and Chief Academic Officer (EVPASA/CAO), in consultation with the campus provosts, pathway and discipline deans, and the college’s SACSCOC Liaison, shall be responsible for monitoring compliance with procedures that are consistent with this policy and that comply with applicable policies and procedures of SACSCOC. The SACSCOC Liaison shall be responsible for sending and reviewing the biannual evaluation for substantive change survey and for ensuring that procedures for reporting substantive change comply with the requirements set forth in the Substantive Change for Accredited Institutions of the Commission on Colleges Policy Statement.

4. Procedures

4.1 The procedures or policy, prior notification requirements, prior approval requirements, and documentation and time frame for contacting SACSCOC for all matters related to

substantive change are delineated in the table below which is extracted from the SACSCOC Substantive Change for Accredited Institutions of the Commission on Colleges Policy Statement.

Types of Change	Procedure or Policy	Prior Notification Required	Prior Approval Required	Documentation and Time Frame for Contacting SACSCOC
Initiating coursework or programs at a different level than currently approved	Procedure 1	No	Yes	Application for Level Change Due dates: March 15 (for June review) September 1 (for December review)
Initiating off-campus sites where student can obtain 50% or more credits toward a program (including but not limited to Early College High School, dual enrollment programs offered at a high school, and certificate programs that are not at employer's request and not on short notice)	Procedure 1	No	Yes	Cover Sheet Prospectus Due dates: January 1 for 7/1-12/31 implementation July 1 for 1/1-6/30 implementation
Expanding at current degree level (<i>significant departure from current programs</i>).				
Expanding program offerings at previously approved off-campus sites by adding programs that ARE significantly different from current programs at the site AND at the institution				
Initiating degree completion programs				
Initiating a branch campus (See definition of "branch campus" on p. 3 of this document.)				
Initiating distance learning by offering 50% or more of the first program for the first time				
Relocating a main or branch campus				
Entering into a contract with an entity not certified to participate in USDOE Title IV programs if the entity provides 25% or more of an educational program offered by the SACSCOC accredited institution				

Types of Change	Procedure or Policy	Prior Notification Required	Prior Approval Required	Documentation and Time Frame for Contacting SACSCOC
Initiating dual or joint degrees involving program expansion (significant departure) or initiating a new site where student can obtain 50% or more credits toward a program	See SACSCOC policy "Agreements Involving Joint and Dual Academic Awards"	No	Yes	<p>Cover Sheet Prospectus</p> <p>Due dates: January 1 for 7/1-12/31 implementation July 1 for 1/1-6/30 implementation</p> <p>Copy of signed agreement, contact information for each institution, and additional details on non-SACSCOC institution(s) involved. See Policy</p>
Initiating dual or joint degree with at least one institution <u>not</u> accredited by SACSCOC	See SACSCOC Policy "Agreements Involving Joint and Dual Academic Awards"	At least 6 months prior to implementation	Yes	Acceptance of notification, copy of signed agreement, contact information for each institution, and additional details on non-SACSCOC institution(s). See Policy.
Initiating a program or courses delivered through cooperative academic arrangement	Procedure 2	At least 6 months prior to implementation	No	Acceptance of notification, copy of signed agreement, contact information for each institution/entity
Initiating a direct assessment competency-based program	See SACSCOC Policy "Direct Assessment Competency-Based Educational Programs"	Yes – Screening Form	Yes	<p>Submit "Screening Form" with letter of notification. If Prospectus is required, Due dates: March 15 (for June review) September 1 (for December review)</p>
Initiating a merger/consolidation with another institution	See SACSCOC Policy: "Merger/Consolidation, Acquisition, Change of Ownership, and Change of Governance, Control, Form, or Legal Status – Substantive Change for SACSCOC Accredited Institutions Policy Statement"	Yes: December 15 (for June review); June 1 (for December review)	Yes	<p>Cover Sheet Institutional Summary Form Prospectus (See Appendix in SACSCOC Policy: "Merger/Consolidation, Acquisition, Change of Ownership, and Change of Governance, Control, Form, or Legal Status – Substantive Change for SACSCOC Accredited Institutions Policy Statement")</p> <p>Due dates: March 15 (for June review); September 1 (for December review)</p>
Changing governance, ownership, control, or legal status of an institution				
Acquiring an institution or location (including programs) of another institution				
Adding a permanent location at a site where the institution is conducting a teach-out for students from another institution that is closing				

Types of Change	Procedure or Policy	Prior Notification Required	Prior Approval Required	Documentation and Time Frame for Contacting SACSCOC
Initiating a certificate program at a new off-campus site at employer's request and on short notice (previously approved program)	Procedure 1	No	Yes	Cover Sheet Modified prospectus Contact Commission Staff.
Initiating a certificate program that is a significant departure from previously approved programs at employer's request and on short notice				
Adding a site under a U.S. military contract for a previously approved program				
Altering significantly the length of a program				
Altering significantly the educational mission of the institution				
Changing from clock hours to credit hours	Procedure 1	No	Yes	Justify reasons for change, indicate calculation of equivalency, and other pertinent information
Moving an off-campus instructional site (serving the same geographic area)	Procedure 2	Yes	No	Letter of notification with old address, new address, and implementation date
Initiating dual or joint degrees with other SACSCOC accredited institution(s)	See SACSCOC Policy "Agreements Involving Joint and Dual Academic Awards"	At least 6 months prior to implementation	No	Acceptance of notification, copy of signed agreement and contact information for each institution. See Policy.
Initiating programs or courses offered through contractual agreement or consortium	Procedure 2	Yes	No	Letter of notification and copy of signed agreement
Entering into a contract with an entity not certified to participate in USDOE Title IV programs if the entity provides less than 25% of an educational program offered by the SACSCOC accredited institution				

Types of Change	Procedure or Policy	Prior Notification Required	Prior Approval Required	Documentation and Time Frame for Contacting SACSCOC
Initiating off-campus sites where student can obtain 25-49% of credits toward a program (including but not limited to Early College High School, dual enrollment programs offered at a high school, and certificate programs that are not at employer's request and not on short notice)	Procedure 2	Yes	No	Letter of notification Including street address and implementation date
Initiating distance learning by offering 25-49 of the first program for the first time				
Closing a program, approved off-campus site, branch campus, or institution where the institution plans to teach out its own students	Procedure 3	Yes	Yes	Description of teach-out plan included with letter of notification
Closing a program, approved off-campus site, branch campus, or institution where the institution plans contracts with another institution(s) to teach-out students (Teach-out Agreement)	Procedure 3	Yes	Yes	Description of teach-out plan, copy of signed teach-out agreement(s) detailing terms included with notification

Types of Change	Procedure or Policy	Prior Notification Required	Prior Approval Required	Documentation and Time Frame for Contacting SACSCOC
Initiating a certificate program at employer's request and on short notice using existing approved courses and location	NA	No	No	NA
Initiating certificate program (not at employer's request and not on short notice) using existing approved courses and location				
Initiating off-campus sites (including Early College High School and dual enrollment programs offered at the high school) where student can obtain 24% or less of credits toward a program				
Expanding program offerings at previously approved off-campus sites by adding approved programs that ARE NOT significantly different from current programs at the site				
Expanding program offerings at previously approved off-campus sites by adding approved programs that ARE significantly different from current programs at the site but NOT at the institution				
Initiating distance learning by offering 24% or less of any program for the first time				

4.2 The college's SACSCOC Liaison will survey all provosts, pathway deans, and discipline deans every February and September using the Substantive Change Evaluation Survey (see appendix A) and inform the EVPASA/CAO of the results.

4.3 The EVPASA/CAO will review any potential substantive changes as delineated in the above chart in addition to the survey results and will inform the college's SACSCOC Liaison and the President's Cabinet of any potential substantive change.

- 4.3 The EVPASA/CAO, working with the college's SACSCOC Liaison and the President, will prepare any required letters of notification and/or prospectuses for delivery to SACSCOC within the required timeframe as specified in the Substantive Change for Accredited Institutions of the Commission on Colleges Policy Statement.
- 4.4 The college's SACSCOC Liaison will review the SACSCOC Substantive Change for Accredited Institutions of the Commission on Colleges in February and August of each year. Subsequently, the SACSCOC Liaison will report the results of the review to the President and the President's Cabinet to include: 1) the impact of any policy changes on all units of the college; 2) a review of the appropriate notification and/or approval procedures; 3) a review of appropriate follow-up actions as described in the SACSCOC Substantive Change for Accredited Institutions of the Commission on Colleges; and 4) a review of all required notifications and/or approvals and their respective timelines as prescribed by the SACSCOC Substantive Change for Accredited Institutions of the Commission on Colleges.

5. Definitions

Substantive Change – a significant modification or expansion of the nature and scope of an accredited institution. Under federal regulations, substantive change includes:

1. any change in the established mission or objectives of the institution;
2. any change in legal status, form of control, or ownership of the institution;
3. 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;
4. the addition of courses or programs at a degree or credential level above that which is included in the institution's current accreditation or reaffirmation;
5. a change from clock hours to credit hours;
6. a substantial increase in the number of clock or credit hours awarded for successful completion of a program;
7. 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;
8. the establishment of a branch campus;
9. closing a program, off-campus site, branch campus or institution;
10. entering into a collaborative academic arrangement that includes only the initiation of a dual or joint academic program with another institution;
11. acquiring another institution or a program or location of another institution;

12. adding a permanent location at a site where the institution is conducting a teach-out program for a closed institution; and
13. entering into a contract by which an entity not eligible for Title IV funding offers 25% or more of one or more of the accredited institution's programs.

6. References

SACSCOC Policy Statement – Substantive Change for Accredited Institutions of the Commission on Colleges

7. Review Periodicity and Responsibility

The SACSCOC Liaison shall review this policy in February and August of each year and, if necessary, recommend revisions.

8. Effective Date and Approval

This policy is effective upon its approval by the College President on February 28, 2013.

Policy Approved:

Procedure Developed:

Gregory DeCinque, Ph.D.
Interim President

Curtis K. Aasen
Vice President for Information Systems
and Institutional Effectiveness

9. Review and Revision History

The initial version of this policy was approved July 26, 2012.

- Revision 1
 - Revised to reflect changes made by SACSCOC to the procedures set forth in its Substantive Change for Accredited Institutions of the Commission on Colleges Policy Statement.

Approved February 28, 2013 by President Edna V. Baehre-Kolovani, Ph.D.
- Revision 2
 - Revised to reflect changes made by SACSCOC to the procedures set forth in its Substantive Change for Accredited Institutions of the Commission on Colleges Policy Statement.

Approved February 28, 2019 by Interim President Gregory DeCinque, Ph.D.

Appendix A: Substantive Change Evaluation Survey

This survey is a partial list of sub change issues specific to provosts, pathway deans and discipline deans and does not include all types of substantive change. To review all types, see TCC Policy 2104 (Substantive Change).

In the next 6-18 months does your campus, pathway, or division have plans to do the following?

1. Create a new academic program (on campus and/or off campus) that is a **significant departure** from anything currently offered at TCC.
2. Initiate off-campus sites where student can obtain 25- 49% of credits toward a degree or certificate (including but not limited to dual enrollment programs offered at a high school, and certificate programs that are NOT at employer's request and not on short notice). Please note that this includes all courses included at the location regardless of pathways established through the school division MOUs.
3. Initiate off-campus sites where a student can obtain 50% or more credits towards a program (including but not limited to dual enrollment offered at the high school or certificate programs NOT at an employer's request). Please note that this includes all courses included at the location regardless of pathways established through the school division MOUs.
4. Initiate an existing certificate program at a new off-campus site (including but not limited to an employer's request on short notice)
5. Add a site under a U.S. military contract for a previously approved program
6. Expand program offerings at previously approved off-campus sites by adding programs that are significantly different from current programs at the site and TCC. (See definition of 'significant departure')
7. Initiate **degree completion programs**
8. Initiate **dual or joint degrees** with other SACSCOC accredited institution(s)
9. Initiate a program or courses delivered through **cooperative academic arrangement**
10. Initiate a **direct assessment competency-based program**
11. Move an off-campus instructional site (serving the same geographic area)
12. Initiate programs or courses offered through **contractual agreement or consortium**
13. Initiate a **direct assessment competency-based program**
14. Close a program, approved off-campus site, or branch campus where TCC plans to **teach out** its own students
15. Close a program, approved off-campus site, or branch campus where TCC plans to contract with another institution(s) to **teach- out** students (Teach-out Agreement)

Definitions

Contractual Agreement – typically is one in which an institution enters an agreement for receipt of courses/programs or portions of courses or programs (i.e., clinical training internships, etc.) delivered by another institution or service provider.

Consortial Relationship - A consortial relationship typically is one in which two or more institutions share in the responsibility of developing and delivering courses and programs that meet mutually agreed upon standards of academic quality.

Cooperative Academic Arrangement – An agreement between a member institution and another entity (or entities) to deliver program content transcribed by the member institution as its own (see Standard 10.9). Examples include geographic or denominational consortia, statewide distance education agreements, collaborative agreements with international institutions, and contractual instruction, among others.

Degree completion program – a program typically designed for a non-traditional undergraduate population such as working adults who have completed some college-level course work but have not achieved a baccalaureate degree. Students in such programs may transfer in credit from courses taken previously and may receive credit for experiential learning. Courses in degree completion programs are often offered in an accelerated format or meet during evening and weekend hours, or may be offered via distance learning technologies.

Direct Assessment Competency-Based Educational Programs - Federal regulations define a direct assessment competency-based educational program as an instructional program that, in lieu of credit hours or clock hours as a measure of student learning, uses direct assessment of student learning relying solely on the attainment of defined competencies, or recognizes the direct assessment of student learning by others. The assessment must be consistent with the accreditation of the institution or program using the results of the assessment.

Dual degree – separate program completion credentials each of which bears only the name, seal, and signature of the institution awarding the degree to the student.

Joint degree - a single program completion credential bearing the names, seals, and signatures of each of the two or more institutions awarding the degree to the student.

Significant Departure: a program that is not closely related to previously approved programs at the institution or site or for the mode of delivery in question. To determine whether a new program is a “significant departure,” it is helpful to consider the following questions:

What previously approved programs does the institution offer that are closely related to the new program and how are they related?

Will significant additional equipment or facilities be needed?

Will significant additional financial resources be needed?

Will a significant number of new courses will be required?

Will a significant number of new faculty members will be required?

Will significant additional library/learning resources be needed?

Teach-out agreement - a written agreement between institutions that provides for the equitable treatment of students and a reasonable opportunity for students to complete their program of study if an institution, or an institutional location that provides 50% or more of at least one program offered, ceases to operate before all enrolled students have completed their program of study. This applies to the closure of an institution, a site, or a program. Such a teach-out agreement requires SACSCOC approval in advance of implementation.

Teach-out plan - a written plan developed by an institution that provides for the equitable treatment of students if an institution, or an institutional location that provides 50% or more of at least one program, ceases to operate before all students have completed their program of study, and may include, if required by the institution's accrediting agency, a teach- out agreement between institutions. This applies to the closure of an institution, a site, or a program. Teach-out plans must be approved by SACSCOC in advance of implementation.