



COLLEGE of CENTRAL FLORIDA
ADMINISTRATIVE PROCEDURE

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|---|---|
| Title: Substantive Change | |
| Page 1 of 5 | Implementing Procedure For Policy: N/A |
| Date Approved: 08/13/08 Date Revised: 02/27/09 Date Revised: 11/08/10 Date Revised: 05/15/14 | Division: President's Office |

Substantive change is a significant modification or expansion in the nature and scope of an accredited institution that requires notification to, and in some cases, approval from, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), as outlined in SACSCOC Comprehensive Standard 3.12.1.

Depending upon the nature of the substantive change, the COC employs one of three procedures to address the change as defined by the *COC Policy on Substantive Change*:

1. Procedure One for the Review of Substantive Changes *Requiring Notification and Approval Prior to Implementation*
2. Procedure Two for the Review of Substantive Changes *Requiring Only Notification Prior to Implementation*
3. Procedure Three for Closing a Program, Site, Branch Campus or Institution

In order for the College to remain in compliance with SACSCOC Comprehensive Standards, the College will report all substantive changes within a timeframe defined by the attached chart. The following procedure is established for substantive changes:

1. The Vice President for Institutional Effectiveness and College Relations will, on a quarterly basis, review the Substantive Change policy with the President's staff.
2. The Director of Institutional Effectiveness will meet with the Learning Management Team semi-annually to provide updates on substantive change requirements for SACSCOC notification and discuss proposed programmatic changes.
3. Related to instruction, the Vice President for Instructional Affairs will scrutinize all proposals seeking to establish or expand an academic program received (1) by the Curriculum Committee, (2) through the Dual Enrollment Request process, or (3) from an external education/training provider. The Vice President will then work closely with the Director of Institutional Effectiveness to determine whether any such proposal would necessitate a substantive change. If so, they will prepare notification to the SACSCOC through the College President, and prepare and submit the proper documentation or prospectus as appropriate.
4. When the Director of Institutional Effectiveness determines that a substantive change is contemplated, the Director will prepare a letter to SACSCOC for the President to send and will monitor any SACSCOC requirements related to the change. Changes shall be submitted in a timely fashion in accordance with SACSCOC guidelines.

Reporting the Various Types of Substantive Change

The different types of substantive change, the specific procedure to be used for each, their respective approval/notification requirements, and their reporting time lines are included in the table that follows. **Please read the full text under the appropriate procedure for details regarding reporting.**

| Types of Change | Procedure | Prior Notification Required | Time Frame for Contacting COC | Prior Approval Required | Documentation |
|--|------------------|------------------------------------|---|--------------------------------|---|
| Initiating coursework or programs at a different level than currently approved | 1 | NA | NA | Yes | Application for Level Change Due dates: April 15 or September 15 |
| Expanding at current degree level (<i>significant departure from current programs</i>) | 1 | Yes | 6 months | Yes | Prospectus |
| Initiating a branch campus (See definition of "branch campus" on p. 3 of this document.) | 1 | Yes | 6 months | Yes | Prospectus |
| Initiating a certificate program at employer's request and on short notice | | | | | |
| ...using existing approved courses | NA | NA | NA | NA | NA |
| ...at a new off-campus site (previously approved program) | 1 | NA | NA | Yes | Modified prospectus |
| ...that is a significant departure from previously approved programs | 1 | Yes | Approval required prior to implementation | Yes | Modified prospectus |
| Initiating other certificate programs | | | | | |
| ...using existing approved courses | NA | NA | NA | NA | NA |
| ...at a new off-campus site (previously approved program) | 1 | NA | NA | Yes | Prospectus |
| ...that is a significant departure from previously approved programs | 1 | Yes | 6 months | Yes | Prospectus |
| Altering significantly the educational mission of the institution | 1 | NA | NA | Yes | Contact Commission Staff (<i>Also see page 16, item 9</i>) |

| Types of Change | Procedure | Prior Notification Required | Time Frame for Contacting COC | Prior Approval Required | Documentation |
|--|-----------------------------|----------------------------------|---|--------------------------------|---|
| <p>Initiating joint or dual degrees with another institution: (See: “Agreements Involving Joint and Dual Academic Awards.”)</p> <p>Joint Programs:</p> <p>...with another SACSCOC accredited institution</p> <p>... with an institution not accredited by SACSCOC</p> <p>Dual Programs</p> | <p>2</p> <p>1</p> <p>2</p> | <p>Yes</p> <p>Yes</p> <p>Yes</p> | <p>Prior to implementation</p> <p>6 months</p> <p>Prior to implementation</p> | <p>NA</p> <p>Yes</p> <p>No</p> | <p>Copy of signed agreement and contact information for each institution</p> <p>Prospectus</p> <p>Copy of signed agreement and contact information for each institution</p> |
| <p>Initiating off-campus sites (including Early College High School and dual enrollment programs offered at the high school)</p> <p>Student can obtain 50% or more credits toward program</p> <p>... Student can obtain 25-49% of credit</p> <p>... Student can obtain 24% or less</p> | <p>1</p> <p>2</p> <p>NA</p> | <p>NA</p> <p>Yes</p> <p>NA</p> | <p>NA</p> <p>Prior to implementation</p> <p>NA</p> | <p>Yes</p> <p>NA</p> <p>NA</p> | <p>Prospectus</p> <p>Letter of notification</p> <p>NA</p> |
| <p>Expanding program offerings at previously approved off-campus sites</p> <p>...Adding programs that are significantly different from current programs <u>at the site</u></p> <p>...Adding programs that are NOT significantly different from current programs <u>at the site</u></p> | <p>NA</p> <p>NA</p> | <p>NA</p> <p>NA</p> | <p>NA</p> <p>NA</p> | <p>NA</p> <p>NA</p> | <p>NA</p> <p>NA</p> |
| <p>Altering significantly the length of a program</p> | <p>1</p> | <p>NA</p> | <p>NA</p> | <p>Yes</p> | <p>Prospectus</p> |

| Types of Change | Procedure | Prior Notification Required | Time Frame for Contacting COC | Prior Approval Required | Documentation |
|---|--|------------------------------------|--------------------------------------|--------------------------------|---|
| Initiating distance learning... | | | | | |
| Offering 50% or more of a program for the first time | 1 | NA | NA | Yes | Prospectus |
| ...Offering 25-49% | 2 | Yes | Prior to implementation | No | Letter of notification |
| ...Offering 24% or less | NA | NA | NA | NA | NA |
| Initiating programs or courses offered through contractual agreement or consortium | 2 | Yes | Prior to implementation | NA | 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 25% or more of an educational program offered by the COC accredited institution | 1 | NA | NA | Yes | Prospectus |
| ...if the entity provides less than 25% of an educational program offered by the COC accredited institution | 2 | Yes | Prior to implementation | NA | Copy of the signed agreement |
| Initiating a merger/consolidation with another institution | See SACSCOC policy “Mergers, Consolidations and Change of Ownership: Review and Approval.” | Yes | 6 months | Yes | Prospectus Due dates: April 15 or September 15 |
| Changing governance, ownership, control, or legal status of an institution | See SACSCOC policy “Mergers, Consolidations and Change of Ownership: Review and Approval.” | Yes | 6 months | Yes | Prospectus Due dates: April 15 or September 15 |

| Types of Change | Procedure | Prior Notification Required | Time Frame for Contacting COC | Prior Approval Required | Documentation |
|---|--|------------------------------------|---|--------------------------------|--|
| Relocating a main or branch campus | 1 | Yes | 6 months | Yes | Prospectus |
| Moving an off-campus instructional site (serving the same geographic area) | 2 | Yes | Prior to implementation | NA | Letter of notification with new address and starting date |
| Changing from clock hours to credit hours | 1 | NA | NA | Yes | Justify reasons for change, indicate calculation of equivalency, and other pertinent information |
| Altering significantly the length of a program | 1 | NA | NA | Yes | Prospectus |
| Initiating degree completion programs | 1 | NA | NA | Yes | Prospectus |
| Closing a program, approved off-campus site, branch campus, or institution | | | | | |
| ...Institution to teach out its own students | 3 | Yes | Immediately following decision to close | Yes | Description of teach-out plan included with letter of notification |
| ...Institution contracts with another institution to teach-out students (Teach-out Agreement) | 3 | Yes | Immediately following decision to close | Yes | Description of teach-out plan, copy of signed teach-out agreement detailing terms included with notification |
| Acquiring any program or site from another institution | See SACSCOC policy “Mergers, Consolidations and Change of Ownership: Review and Approval.” | Yes | 6 months | Yes | Prospectus |
| Adding a permanent location at a site where the institution is conducting a teach-out for students from another institution that is closing | See SACSCOC policy “Mergers, Consolidations and Change of Ownership: Review and Approval.” | Yes | 6 months | Yes | Prospectus |

Vice President

Date

Approved by President

Date