



<b>Policy Name:</b>	Substantive Change					
<b>Section Number:</b>	6.03	<b>Section Title:</b>	Instructional Affairs			
<b>Policy Owner:</b>	Vice President of Instructional Affairs		<b>Last updated:</b>	February 2021	<b>Reviewed:</b>	February 2021
<b>Status:</b>	Active		<b>Due for Review:</b>	March 2025		

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requires a “Substantive Change” notice be provided when significant modifications or expansions of Jones College’s programs are made.

It shall be the responsibility of the College President, through the institution’s SACSCOC Liaison, to ensure that such notifications are submitted in a timely manner and in the form and completeness required by SACSCOC.

**Definitions:**

Substantive Change – a significant modification or expansion in the nature and scope of an accredited institution. The types of substantive change and the procedures for addressing them appropriately may be found in the SACSCOC (Commission) Commission’s Policy on Substantive Change.

- Some changes, such as offering courses online that amount to less than 25% of the coursework needed to complete a degree, certificate or diploma, do not need to be reported to the Commission.
- Others, such as offering from 25% to 49% of the coursework required for a program online, simply require that the Commission be notified in advance of the implementation of the change. The letter of notification should include the name of the actual change, implementation date, and street address if it involves a new site, and the credential being offered.
- Larger scale changes, such as adding significantly different programs to the academic curriculum or offering a majority of the coursework needed to complete a degree, certificate or diploma on-line, require written notification at least 6 months in advance and approval of a prospectus, which must be submitted at least 3 months prior to the anticipated implementation date.
- Institutions seeking to offer coursework at a more advanced level than that for which they are currently approved must notify the Commission of their intent at least 12 months in advance, and submit an application for level change by April 15 for review at the June meeting of the Board of trustees or by September 15 for review at the December meeting.” (SACSCOC website)

Notification – for this policy, means all forms of notification to SACSCOC from a simple letters to a full prospectus.

SACSCOC Liaison – the individual appointed by the President to serve as point-of-contact with the Commission and direct campus activities related to accreditation through SACSCOC. This person has a direct line of communication to the President. The SACSCOC Liaison meets regularly with the President and serves as a member of the Extended Cabinet.

#### Procedures

1. The SACSCOC Liaison will take steps to stay informed of SACSCOC's Substantive Change policy and procedures.
2. Administrative officers from the President to Division Chairs should have a general knowledge of the type of changes which cause the need for notifications. Awareness training should be a part of professional development sessions and informational meetings, such as EPAC meetings.
3. The SACSCOC Liaison should be included in any planning process that could result in the need for a Substantive Change notification. When not part of the planning team, the Liaison should be informed at the earliest possible time and given frequent updates on the development of such plans.
4. College personnel involved in program planning shall bear in mind the varying SACSCOC requirements of prior notification before a change is implemented.
5. The form and comprehensiveness of a particular Substantive Change notification will be determined by the SACSCOC Liaison, based on the change being reported and the rules and guidance provided by SACSCOC.
6. Policy, program, instructional, supervisory personnel, and course change will be submitted to the SACSCOC liaison for submission to SACSCOC.
7. Proposed substantive changes that require a prospectus will be presented to and voted on by the Jones College Board of Trustees. Upon approval, the SACSCOC Liaison will oversee the development and timely submission of the appropriate prospectus to SACSCOC for review.

The due dates for institutions submitting a prospectus or an application seeking approval of a substantive change to SACSCOC for review:

January 1 for implementation between July 1 – December 31

July 1 for implementation between January 1 – June 30 of following year