



## Panola College Policy on Substantive Change

### *What is Substantive Change?*

Substantive Change is a significant modification or expansion of the nature and scope of an accredited institution. A substantive change requires either a letter of notification or a prospectus to SACSCOC.

### POLICY:

The Panola College policy on substantive change is a collaborative effort by the Director of Institutional Research & Planning (IR Director) and deans and directors that is developed, approved, and amended under the supervision and direction of the Vice President of Instruction (VPI). Then the policy is sent to the Panola College Executive Council for review and approval. The policy will be reviewed annually and updated as needed.

This policy will be used to recognize and approve substantive changes and report these changes in a timely manner according to the requirements and timeline that SACSCOC has provided. The types of substantive changes and persons responsible for reporting such changes are listed on the following pages.

### What types of typical changes might we have?

<b>Additions</b>	Addition of off-campus sites
	Addition of courses or programs that represent a significant departure from those that were offered at the last evaluation
	Addition of courses or programs at a degree or credential level different from that which is included in the institution's current accreditation or reaffirmation
<b>% Reached</b>	% of courses on off-campus site reaches 25-49% toward a program, degree, or certificate
	% of courses on off-campus site reaches 50% or more toward a program, degree, or certificate
<b>Other</b>	A substantial increase in clock or credit hours for successful completion of a program
	Closing a program, off-campus site, branch campus or institution
	Entering into a collaborative academic arrangement that includes only the initiation of a dual or joint academic program with another institution

## Substantive Change Responsibilities

### Dean, Director, or Chair

- Refers to the Substantive Change Policy when making decisions about possible additions or changes to programs/curriculum.
- Contacts the IR Director or VPI to determine whether or not the change constitutes a substantive change and what the SACSCOC requirements are for the specific change in question.
- Provides relevant documentation, information, or Curriculum & Instruction (C & I) proposal if necessary.

### IR Director

- Serves as a resource to the college to help answer questions about substantive changes.
- Reviews possible changes to programs/curriculum and works with the VPI to determine if a letter of Notification or Prospectus needs to be written.
- Writes any letters of notification or prospectus and sends it to the VPI for review and submittal to SACSCOC.

### Vice President of Instruction

- Assists deans, directors, & chairs with the substantive change process.
- Reviews C & I proposals and supporting data to determine if a letter of notification or prospectus need to be written.
- Reviews letters of notification or prospectus, makes any necessary revisions, and sends it to the President for approval.

### President

- Receives and reviews a copy of approved C & I proposals.
- Receives a final copy of letters of notification or prospectus from the VPI for revision/approval.
- Sends appropriate documents to SACSCOC.



## **Substantive Change Notification Process**

1. The Vice President of Instruction (VPI) meets with deans and department chairs at the beginning of each semester to review the Southern Association of Colleges and Schools (SACSCOC) substantive change policies and procedures. If a change requiring SACSCOC notification is identified, the VPI works with the appropriate dean and department chair to prepare for notification. (Please see Types of Substantive Changes pp. 5-9.)
2. Type of Substantive Change:
  - a. Not a Curriculum or Program Change: The department chair and/or dean gathers necessary documentation and information and completes the substantive change form. This is turned in to the VPI. The substantive change is reviewed by the Instructional Council and the Executive Council.
  - b. Curriculum or Program Change: The dean/department chair submits a proposal to the Curriculum and Instruction (C & I) Committee which meets in October and February. The C & I Committee approves or denies the proposal. Then, it is forwarded to the VPI, who reviews the proposal and accompanying documentation and approves or denies it.
3. Timeline for Submitting a Substantive Change:
  - a. For fall of the next academic year:
    - i. Sub Change Form due for review – October 1st
    - ii. Rough draft of Prospectus due November 15th
    - iii. Submit to SACSCOC no later than January 1<sup>st</sup>
  - b. For spring and summer of the next academic year:
    - i. Sub Change Form due for review – March 1st
    - ii. Rough draft of Prospectus due May 15th
    - iii. Submit to SACSCOC no later than July 1<sup>st</sup>
4. The Director of Institutional Research & Planning will prepare the appropriate paperwork to send to SACSCOC- either a letter of notification or a prospectus.
5. The VPI reviews/revises the substantive change paperwork before sending it to the President to review and submit to SACSCOC.
6. The President reviews the substantive change proposal and if approved, sends a letter notifying SACSCOC that a substantive change in the curriculum is pending.

7. After a letter of notification is submitted to SACSCOC, the President directs the VPI, dean, and/or department chair to prepare a prospectus if warranted. Prospectuses are submitted to SACSCOC by January 1 for a fall semester implementation and July 1 for a spring semester implementation.
8. Substantive Changes may not be implemented until SACSCOC approval of prospectus or acceptance of notification is received by Panola College.

**Types of Substantive Change**  
(Information from SACSCOC Substantive Change Policy)

Type of Change	Prior Notification Required	Prior Approval Required	Documentation	Responsible Office(s)
Initiating coursework or programs at a different level than currently approved	No	Yes	Application for Level Change  <b>Due dates:</b> March 15 (for June review) September 1 (for December review)	Dean/Director  C & I Committee  IR, VPI, President
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)	No	Yes	Cover Sheet; Prospectus  <b>Due dates:</b> January 1 for 7/1-12/31 implementation  July 1 for 1/1-6/30 implementation	
Expanding at current degree level (significant departure from current programs)				Dean/Director  C & I Committee  IR, VPI, President
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.)				Dean/Director  C & I Committee  IR, VPI, President
Initiating distance learning by offering 50% or more of the first program for the first time				Dean/Director  C & I Committee

Relocating a main or branch campus				IR, VPI, President
<b>Type of Change</b>	<b>Prior Notification Required</b>	<b>Prior Approval Required</b>	<b>Documentation</b>	<b>Responsible Office(s)</b>
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	No	Yes	Cover Sheet; Prospectus <b>Due dates:</b> January 1 for 7/1-12/31 implementation July 1 for 1/1-6/30 implementation	Dean/Director C & I Committee IR, VPI, President
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	No	Yes	Cover Sheet; Prospectus <b>Due dates:</b> January 1 for 7/1-12/31 implementation July 1 for 1/1-6/30 implementation Copy of signed agreement, contact information for each institution, and additional details on non-SACSCOC institution(s) involved. See Policy	Dean/Director C & I Committee IR, VPI, President
Initiating dual or joint degree with at least one institution not accredited by SACSCOC	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.	Dean/Director C & I Committee IR, VPI, President
Initiating a direct assessment competency-based program	Yes-Screening Form	Yes	Submit "Screening Form" with letter of notification. If Prospectus is required, <b>Due dates:</b> March 15 (for June review) September 1 (for December review)	Dean/Director C & I Committee IR, VPI, President

Type of Change	Prior Notification Required	Prior Approval Required	Documentation	Responsible Office(s)
Initiating a merger/consolidation with another institution	Yes: Dec 15 (for June review); June 1 (for Dec review)	Yes	Cover Sheet, Institutional Summary Form, Prospectus (See Appendix in SACSCOC Policy: "Mergers, Consolidations, Change of Ownership, Acquisitions, and Change of Governance, Control, Form, or Legal Status")  <b>Due dates:</b> March 15 (for June review); September 1 (for December review)	Dean/Director  C & I Committee  IR, VPI, President
Changing governance, ownership, control, or legal status of an institution				
Acquiring any program or site from 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				
Initiating a certificate program at a new off-campus site at employer's request and on short notice (previously approved program)	No	Yes	Cover Sheet, Modified prospectus, Contact Commission Staff	Dean/Director  C & I Committee  IR, VPI, President
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	No	Yes	Justify reasons for change, indicate calculation of equivalency, and other pertinent information	Dean/Director  C & I Committee  IR, VPI, President

<b>Type of Change</b>	<b>Prior Notification Required</b>	<b>Prior Approval Required</b>	<b>Documentation</b>	<b>Responsible Office(s)</b>
Moving an off-campus instructional site (serving the same geographic area)	Yes	No	Letter of notification with old address, new address, and implementation date	Dean/Director C & I Committee IR, VPI, President
Initiating dual or joint degrees with other SACSCOC accredited institution(s)	At least 6 months prior to implementation	No	Acceptance of notification, copy of signed agreement and contact information for each institution. See Policy.	Dean/Director C & I Committee IR, VPI, President
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 if the entity provides less than 25% of an educational program offered by the SACSCOC accredited institution	Yes	No	Letter of notification and copy of signed agreement	Dean/Director C & I Committee IR, VPI, President
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)  Initiating distance learning by offering 25-49 of the first program for the first time	Yes	No	Letter of notification Including street address and implementation date	Dean/Director C & I Committee IR, VPI, President
Closing a program, approved off-campus site, branch campus, or institution where the institution plans to teach out its own students	Yes	Yes	Description of teach-out plan included with letter of notification	Dean/Director C & I Committee IR, VPI, President
Closing a program, approved off-campus site, branch campus, or institution where	Yes	Yes	Description of teach-out plan, copy of signed teach-out agreement(s) detailing	Dean/Director C & I Committee



the institution plans contracts with another institution(s) to teach-out students (Teach-out Agreement)			terms included with notification	IR, VPI, President
<b>Type of Change</b>	<b>Prior Notification Required</b>	<b>Prior Approval Required</b>	<b>Documentation</b>	<b>Responsible Office(s)</b>
Initiating a certificate program at employer's request and on short notice using existing approved courses and location	No	No	NA	Dean/Director C & I Committee IR, VPI, President
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				

**Revisions:** 05/27/2015  
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# Substantive Change Notification Form

Please complete and return to the VP of Instruction. Attach documentation and additional pages as necessary. Substantive changes are due in October for the following fall semester implementation and due in May for the following spring semester implementation.

Person(s) Initiating Change:

Department:

Proposed Implementation (semester and year):

Briefly describe the nature of the change:

Explain the reason for the change:

Type of SACSCOC Substantive Change (see pp. 5-9):

Report prepared by: \_\_\_\_\_  
Signature Title Date

VP of Instruction: \_\_\_\_\_  
Signature Date