

## POLICY

**TITLE: SUBSTANTIVE CHANGE****POLICY NO: 4-6****EFFECTIVE DATE: 02/16/2010****VCCS POLICY NO: N/A****REVISED DATE: 12/01/2022****I. Purpose:**

To describe the procedures for determining if a substantive change notification to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) is needed, to describe the procedures for providing the notification, and to assure compliance with the Commission's [substantive change policy](#).

**II. Definitions:**

Program: any associate degree, certificate, or career studies certificate offered for credit.

Substantive change: a significant modification or expansion of the nature and scope of an accredited institution, including (select examples from page 2 of the SACSCOC policy):

- Substantially changing the established mission or objectives of an institution or its programs.
- Relocating an institution or an off-campus instructional site of an institution (including a branch campus).
- Offering courses or programs at a higher or lower degree level than currently authorized.
- 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 method of delivery, from those offered when the institution was last evaluated.
- Initiating programs by distance education or correspondence courses.
- Adding an additional method of delivery to a currently offered program.
- Adding competency-based education programs.
- Adding programs with completion pathways that recognize and accommodate a student's prior or existing knowledge or competency.
- Awarding dual or joint academic awards.
- Re-opening a previously closed program or off-campus instructional site.
- Adding a new off-campus instructional site/additional location including a branch campus.

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- Adding a permanent location at a site at which an institution is conducting a teach-out program for students of another institution that has ceased operating before all students have completed their program of study.
- Closing an institution, a program, a method of delivery, an off-campus instructional site, or a program at an off-campus instructional site.

III. Policy:

The college shall abide by the SACSCOC [substantive change policy](#) and shall report substantive changes according to the Commission's procedures.

IV. Procedures: N/A

V. Other Information: N/A