

219P: Procedures for Implementing the SACSCOC Substantive Change Policy

Type of Change	How Substantive Change is Identified	Procedure	Responsibility
Initiating coursework or programs at a different level than currently approved	The college is currently approved to offer programs up to the associate degree level by legislative action and State Board for community College policy. Any coursework or programs above this level would be identified as a substantive change.	<p>Procedure 1</p> <p>Initiating coursework or programs different than the associate degree level would require action by the State Board and the Virginia General Assembly. All SACSCOC procedures and timelines would be followed.</p>	Accreditation Liaison and Director of Accreditation Policy Compliance & other appropriate personnel
Initiating off-campus sites where students <i>can obtain 50% or more credits toward any program</i>	New programs at off campus sites are reviewed by the Director of Accreditation Policy. The Director maintains a master program off-campus list which documents the percentage of each program that can be obtained at each off-campus site. This list is updated Bi-Annually.	<p>Procedure 1</p> <p>Prior to 6 months of the implementation date, the Director of Accreditation Policy will initiate a prospectus and adhere to SACSCOC timeframes.</p>	Director of Accreditation Policy Compliance
Initiating off-campus sites where students <i>can obtain 25-49% credits toward any program</i>	New programs at off campus sites are reviewed by the Director of Accreditation Policy. The Director maintains a master program off-campus list which documents the percentage of each program that can be obtained at each off-campus site. This list is updated Bi-Annually.	<p>Procedure 2</p> <p>The Director of Accreditation Policy will initiate a letter of notification and send to SACSCOC within the appropriate timeframe.</p>	Director of Accreditation Policy Compliance
Expanding at current degree level (adding a new program that IS a significant departure from current programs) or (adding a new program that is NOT a significant departure)	All requests for new and revised programs are submitted to the Curriculum Committee for review and approval. Additional approvals such as the Administrative Council, College Board, VCCS and other state organizations may apply.	<p>Procedure 1</p> <p>The Director of Accreditation Policy monitors the actions of the Curriculum Committee and will initiate a prospectus within SACSCOC timeframe if the new program IS a significant departure.</p> <p>Procedure 2</p> <p>The Director of Accreditation Policy will initiate a letter of notification and send to SACSCOC within the appropriate timeframe if the new program is NOT a significant departure.</p>	Director of Accreditation Policy Compliance

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Initiating a branch campus	Initiating a branch campus requires approval of the college president, VCCS Chancellor, and action by the State Board for Community Colleges	<p>Procedure 1 Upon approval by the State Board for Community Colleges, a prospectus will be initiated and submitted to SACSCOC within the appropriate timeframe</p>	President, Accreditation Liaison and Director of Accreditation Policy Compliance & other appropriate personnel
Initiating joint or dual degrees with another institution	A joint or dual degree with another institution requires a memorandum of agreement (MOA). All MOAs require the review and approval of the AVP Academic Affairs, the VP of Finance and Administration and other appropriate personnel.	<p>Procedure 1 After internal approvals, the Director of Accreditation Policy will initiate a prospectus if the agreement is with an institution not accredited by SACSCOC.</p> <p>Procedure 2 After internal approvals, the Director of Accreditation Policy will initiate a letter of notification if the agreement is with an institution accredited by SACSCOC.</p>	Accreditation Liaison and Director of Accreditation Policy Compliance & other appropriate personnel
Expanding program offerings at previously approved off-campus sites that are significantly different from the currently approved programs	New programs at off campus sites are reviewed by the Director of Accreditation Policy. The Director maintains a master program off-campus list which documents the percentage of each program that can be obtained at each off-campus site. This list is updated Bi-Annually.	SACSCOC notification and/or approval is no longer needed to offer approved programs at previously approved off-campus sites.	Director of Accreditation Policy Compliance
Initiating programs or courses offered through contractual agreement of consortium	All contractual or consortium agreements require the review and approval of the AVP Academic Affairs, the VP of Finance and Administration & other appropriate personnel	<p>Procedure 2 After internal approvals, the Director of Accreditation Policy will initiate a letter of notification if the agreement is with an institution accredited by SACSCOC.</p>	Director of Accreditation Policy Compliance

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Entering into a contract for programs/courses with an entity not certified to participate in USDOE Title IV programs	All contractual or consortium agreements require the review and approval of the AVP Academic Affairs, the VP of Finance and Administration & other appropriate personnel	<p>Procedure 1 After internal approvals, the Director of Accreditation Policy will initiate a prospectus if the entity provides more than 25% of the college's approved program.</p> <p>Procedure 2 After internal approvals, the Director of Accreditation Policy will initiate a letter of notification if the entity provides less than 25% of the college's approved program.</p>	Director of Accreditation Policy Compliance
Initiating a merger with another institution	Requires approval of the College Board, VCCS Chancellor, and action by the State Board for Community Colleges and SCHEV	<p>Procedure 1 Upon approval by the State Board for Community Colleges, and other approvals, a prospectus will be initiated and submitted to SACSCOC within the appropriate timeframe</p>	President, Accreditation Liaison and Director of Accreditation Policy Compliance & other appropriate personnel
Relocating a main or branch campus	Requires approval of the college president, VCCS Chancellor, and action by the State Board for Community Colleges	<p>Procedure 1 Upon approval by the State Board for Community Colleges, and other approvals, a prospectus will be initiated and submitted to SACSCOC within the appropriate timeframe</p>	President, Accreditation Liaison and Director of Accreditation Policy Compliance & other appropriate personnel
Moving an off-campus instructional site (serving the same geographic area)	Requires initiation from campus dean, provost and possible approval from VP of Finance and Administration	<p>Procedure 2 After internal approvals, the Director of Accreditation Policy will initiate a letter of notification</p>	Director of Accreditation Policy Compliance
Altering significantly the length of a program	Program length is dictated by VCCS policy	<p>Procedure 1 Upon notification that VCCS policy is changed to allow for significant alteration in program length, the college will develop procedures for altering program length using its existing program approval process. A prospectus will be initiated and submitted to SACSCOC within the appropriate timeframe</p>	Director of Accreditation Policy Compliance

Type of Change	How Substantive Change is Identified	Procedure	Responsibility
Initiating degree completion programs	All requests for new and revised programs are submitted to the Curriculum Committee for review and approval. Additional approvals include the Administrative Council and College Board.	Procedure 1 The Director of Accreditation Policy monitors the actions of the Curriculum Committee and will initiate a prospectus within SACSCOC timeframe.	Director of Accreditation Policy Compliance
Closing a program: (with internal teach-out protocol) (with a teach-out agreement with another institution)	All requests for discontinuation of programs are submitted to the Curriculum Committee for review and approval. Requests must specify the arrangements for teach-out. Additional approvals for program discontinuances are required by the Administrative Council and College Board.	Procedure 3 The Director of Accreditation Policy monitors the actions of the Curriculum Committee and will initiate a letter of notification and description of the plan or agreement within SACSCOC timeframe.	Director of Accreditation Policy Compliance
Closing an approved off-campus site (with internal teach-out protocol) (with a teach-out agreement with another institution)	Academic Deans, Associate Deans, Assistant Deans and Program Heads monitor the use of off-campus sites and requests closure through the AVP of Academic Affairs	Procedure 3 Director of Accreditation Policy will initiate a letter of notification and description of the plan or agreement within SACSCOC timeframe.	Director of Accreditation Policy Compliance
Initiating a Direct Assessment or Competency-based program	All requests for new programs are submitted to the Curriculum Committee for review and approval. Additional approvals such as the Administrative Council, College Board, VCCS and other state organizations may apply.	Procedure 3 An institution seeking approval of a direct assessment competency-based program or a hybrid direct assessment program should complete the screening form provided by SACSOC. After Commission staff have reviewed the document, the institution will receive a response either asking it to complete a full prospectus for approval of the proposed program or notifying the institution that the program does not constitute either a direct assessment or hybrid direct assessment competency-based program.	Director of Accreditation Policy Compliance