

## **Substantive Change Policy**

Randolph-Macon College is required to notify the Southern Association of Colleges and Schools' Commission on Colleges (SACSCOC) of any significant modification or expansion of the nature and scope of the institution in accordance with the Commission's substantive change policy and, when required, seek approval prior to the initiation of changes. Many substantive changes require prior SACS-COC approval based on substantial documentation presented to the commission at least six months before the initiation of any such change. In order to assure compliance, all departments, program councils, and committees are required to notify the Office of the Provost of any anticipated substantive changes in a timely manner. The Office of the Provost will subsequently review and report any substantive changes to the SACSCOC as required.

The SACS-COC Substantive Change Policy Statement can be found online.  
<http://www.sacscoc.org/SubstantiveChange.asp>

### **Definition**

SACSCOC defines substantive change as follows:

Substantive Change is a significant modification or expansion of the nature and scope of an accredited institution. Under federal regulations, substantive change includes:

- Any change in the established mission or objectives of the institution.
- Any change in legal status, form of control, or ownership of the institution.
- The addition of courses or programs that represent a significant departure, either in content or method of delivery, from those that were offered when the institution was last evaluated.
- The addition of courses or programs of study at a degree or credential level different from that which is included in the institution's current accreditation or reaffirmation.
- A change from clock hours to credit hours.
- A substantial increase in the number of clock or credit hours awarded for successful completion of a program.
- The establishment of an additional location geographically apart from the main campus at which the institution offers at least 50% of an educational program.
- The establishment of a branch campus.
- 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.
- Acquiring another institution or a program or location of another institution.
- Adding a permanent location at a site where the institution is conducting a teach-out program for a closed institution.
- Entering into a contract by which an entity not eligible for Title IV funding offers 25% or more of one or more of the accredited institution's programs.

## **Responsibility**

It is the responsibility of Randolph-Macon College through its SACSCOC Liaison to report all substantive changes based on the commission's policy and follow all procedures and timelines as outlined in the commission's policy statement. The College's SACSCOC Liaison is familiar with accreditation principles and is designated to receive consultation from SACSCOC staff regarding this and other policies, and, accordingly, is in position to determine whether a proposed change falls under the auspices of the SACSCOC Substantive Change Policy.

In addition, it is the responsibility of the Liaison or a designee to inform and periodically remind department, program, and committee chairs of the substantive change policy with updates when appropriate.

The Office of the Provost will promptly notify the SACSCOC liaison, should that individual not be a member of the Provost's staff, of any potential substantive changes that may require notification of the Commission.

## **Publishing/Awareness of the Randolph-Macon College Substantive Change Policy**

This policy will be posted electronically along with other similar policies.

## **Documenting Substantive Change**

All substantive change activity will be documented by the SACSCOC Accreditation Liaison through a database maintained by the Liaison.

## **Approval**

This policy will take effect following approval by the President's cabinet and the Executive Committee of the Faculty. Changes to this policy will take effect following a similar approval process.

Approved by the President's Cabinet 2/6/2017

Approved by the Executive Committee of the Faculty 2/7/2017

Updated August 2017

Approved by the President's Cabinet 8/1/2017

Approved by the Executive Committee of the Faculty 8/2/2017