

Policy Number	Policy Title
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1009.00

Substantive Change Policy

### Contacts and Dates

Responsible Office	Policy Owner
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Office of Institutional Research, Planning and Effectiveness

VP, Research, Planning, and Effectiveness

Effective Date	Last Updated	Next Review
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02-03-2021

02-03-2021

07-01-2024

### Policy Description

#### Policy

The Spelman College administration and Board of Trustees will monitor proposed institutional changes to determine which might be substantive in nature. All potential substantive changes will be reported to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) as required by that institutional accrediting body. Substantive Change Policy is modified by SACSCOC periodically, requiring review of the most current policy on the SACSCOC web site at [SubstantiveChange.pdf \(sacscoc.org\)](#).

### Definitions

According to SACSCOC ([SubstantiveChange.pdf \(sacscoc.org\)](#)), substantive change includes, **but is not limited to**, the following:

#### Institutional Changes

- Change in Measure of Student Progress to Completion
- Competency-based Education by Course/Credit-based Approach – Institutional-level Approval
- Distance Education – Institutional-level Approval
- Governance Change
- Institution Closure
- Institution Relocation
- Institution, Program, or Location Acquisition
- Institutional Contingency Teach-out Plan
- Level Change
- Merger / Consolidation

## Substantive Change Policy

- Mission Change
- Ownership, Means of Control, or Legal Status Change

### Program Changes

- Clock-Credit Hour Conversion
- Competency-based Education by Direct Assessment – Approval
- Competency-based Education by Direct Assessment – Notification
- Cooperative Academic Arrangement
- Cooperative Academic Arrangement with Non-Title IV Entities – Approval
- Cooperative Academic Arrangement with Non-Title IV Entities – Notification
- Correspondence Education
- Dual Academic Award
- Joint Academic Award with non-SACSCOC Institution(s) or Entity(ies)
- Joint Academic Award with SACSCOC Institution(s)
- Method of Delivery – Approval
- Method of Delivery – Notification
- New Program – Approval
- New Program – Notification
- Program Closure
- Program Designed for Prior Learning – Approval
- Program Designed for Prior Learning – Notification
- Program Length Change
- Program Re-open

### To Whom Policy Applies

To whom and/or what the policy applies; lists groups who must know and adhere to the policy

All College (Faculty, Staff, Students, Trustees, Contractors [unless otherwise negotiated])

Divisional

Unit/Department Specific

### External Regulation (if applicable)

SACSCOC: [SubstantiveChange.pdf \(sacscoc.org\)](#)

U.S. Department of Education: [College Accreditation in the United States-- Pg 13](#)

### Tags

New Major, New Program, Articulation Agreement, Academic Partnership, Off-Campus Instructional Site, Close Program, Dual Degree, Dual Enrollment, Certificate, Badge

### Implementation

### Procedures

