

**SUBSTANTIVE
CHANGE OVERVIEW**

Brazosport College must report any intended substantive changes to its major accrediting body, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and, where required, obtain approval prior to the implementation of the changes through the Substantive Change process. This policy and procedure statement sets forth the steps and requirements to monitor and report these changes at Brazosport College, which include changes to programs, where and how programs are offered, and institution level changes. At least semiannually, each member of the Leadership Council must complete the Brazosport College Substantive Change Checklist and submit it to the SACSCOC Accreditation Liaison. The Leadership Council coordinates academic program approval and program reviews, and works with the College's SACSCOC Liaison to ensure accurate reporting of all academic/non-academic changes are reported to SACSCOC in a timely manner. The Brazosport College Substantive Change Regulation and Procedures are reviewed and updated on an annual basis.

SACSCOC PRINCIPLES

Contained within SACSCOC Principles of Accreditation, Comprehensive Standard 3.12 specifically outlines the institution's responsibility for compliance with the Commission's substantive change procedures and policy. It is further delineated in 3.12.1 that the Commission be notified of changes in accordance with their policy. Additionally, SACSCOC provides, within its institutional resources, a Policy Statement regarding Substantive Change for Accredited Institutions of the Commission on College which outlines the process that must be followed (<http://www.sacscoc.org/policies.asp>).

DEFINITION

As defined by SACSCOC, 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 the 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 percent 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 such as a dual degree program or a joint degree 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”

RESPONSIBILITY

The SACSCOC Liaison, who reports to the Vice President of Academic and Student Affairs, is responsible for timely reporting of a substantive change to SACSCOC and to keep the institution informed of any changes in the substantive change policy. Specifically, the SACSCOC Liaison must provide the Leadership Council with information about the substantive change policy. This includes, but is not limited to:

- Maintaining current information concerning substantive change and sending information about substantive change to institutional leadership
- Working with institutional leadership to determine whether a proposed change is substantive
- Determining what action with respect to SACSCOC is needed when a change is determined to be substantive
- Filing the appropriate notice or prospectus with SACSCOC
- Coordinating with SACSCOC and institutional leadership regarding any required follow-up action

The Leadership Council has the responsibility to inform the institution’s SACSCOC Liaison at the earliest point possible of proposals that may be considered a substantive change for the College and work with the liaison to prepare appropriate documents to be submitted to SACSCOC.

**INTERNAL
PROCEDURES AND
CONTROL**

Brazosport College must maintain compliance with SACSCOC Comprehensive Standard 3.12.1 (Substantive Change) through collaboration across the institution and with thorough and timely reporting on areas of substantive change to SACSCOC. Responsibility for each substantive change is defined below:

1. Semi-annually, the SACSCOC Liaison must send the Brazosport College Substantive Change Checklist to the Leadership Council for any substantive change, new program, or new academic and/or non-academic area. The Leadership Council represents the leadership overseeing the entire College and consists of the President, the Vice President of Academic and Student Affairs, Vice President of College

Advancement, Vice President of Industry and Community Resources, Vice President of Human Resources, Vice President of Financial Services and Chief Financial Officer, Vice President of Administrative Services, Dean of Planning, Institutional Effectiveness, and Research (SACSCOC Liaison), Dean of Instruction, and Dean of Student Services.

2. Using the Brazosport College Substantive Change Checklist, the Vice President of College Advancement, Vice President of Industry and Community Resources, Vice President of Human Resources, Vice President of Financial Services and Chief Financial Officer, Vice President of Administrative Services, and Dean of Student Services will inform the Brazosport College Accreditation Liaison of any non-academic and/or non-instructional changes. The Brazosport College Liaison will submit the checklist to the Leadership Council for review.
3. All program and curricular changes will be reviewed by the Curriculum and Instruction Committee, which is under the direction of the Vice President of Academic and Student Affairs, at least twice a year or more frequently if needed. As Chair of the Curriculum and Instruction Committee, the Vice President of Academic and Student Affairs will report any program and curricular changes that meet the criteria of substantive change on the Brazosport College Substantive Change Checklist and forward to the Brazosport College Accreditation Liaison. The Brazosport College Liaison will submit the checklist to the Leadership Council for review.
4. All changes will be reviewed by the Leadership Council. If the changes are deemed substantive, then the council will determine the specific procedure as outlined by the SACSCOC Substantive Change Policy for reporting the change to SACSCOC in a timely manner.
5. If SACSCOC requires Brazosport College to write a brief or complete prospectus or prepare additional documentation, the SACSCOC Liaison must work with the appropriate Leadership Council members to complete the necessary documents.
6. The SACSCOC Liaison will prepare the necessary letters and attach the required documentation to the correspondence to be signed by the Brazosport College President and sent to SACSCOC.
7. Members of the Leadership Council share the regulation and procedure with College administrators during appropriate meetings.