

CPTC Procedure: Substantive Change (SACSCOC)

Coastal Pines Technical College (CPTC) will follow this procedure in notifying the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) of changes in accordance with SACSCOC Substantive Change Policy and, when required, seek approval prior to the initiation of changes.

Definition:

A substantive change is a significant modification or expansion of the nature and scope of an accredited institution. Substantive change includes high-impact, high-risk changes and changes that can impact the quality of educational programs and services. Substantive changes, including those required by federal regulations, include:

- Substantially changing the established mission or objectives of an institution or its programs.
- Changing the legal status, form of control, or ownership of an institution.
- Changing the governance of an institution.
- Merging / consolidating two or more institutions or entities.
- Acquiring another institution or any program or location of another institution.
- 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.
- Adding graduate programs at an institution previously offering only undergraduate programs (including degrees, diplomas, certificates, and other for-credit credential).
- 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.
- Entering into a cooperative academic arrangement.
- Entering into a written arrangement under 34 C.F.R. § 668.5 under which an institution or organization not certified to participate in the title IV Higher Education Act (HEA) programs offers less than 25% (notification) or 25-50% (approval) of one or more of the accredited institution's educational programs. An agreement offering more than 50% of one or more of an institution's programs is prohibited by federal regulation.
- Substantially increase or decreasing the number of clock hours or credit hours awarded or competencies demonstrated, or an increase in the level of credential awarded, for successful completion of one or more programs.
- Adding competency-based education programs.
- Adding each competency-based education program by direct assessment.
- 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.
- 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.

The SACSCOC Board of Trustees has approved additional substantive changes that require notification and, in some cases, approval prior to implementation. The College should always refer to the latest SACSCOC Substantive Change policy at [Substantive Change for SACSCOC Accredited Institutions](#) and seek guidance from SACSCOC concerning substantive changes to ensure compliance.

Procedure

SACSCOC employs specific requirements by type of substantive change.

- Institutional Changes
- Program Changes
- Off-Campus Instructional Site / Additional Location Changes.

SACSCOC procedures for the following types of changes are included in a separate SACSCOC policy titled, “Mergers, Consolidations, Change of Ownership, Acquisitions, and Change of Governance, Control, Form, or Legal Status”

(<https://sacscoc.org/app/uploads/2019/08/Mergers.pdf>):

- Initiating a merger/consolidation with another institution
- Acquiring assets, including programs and sites, from another institution or entity
- Changing governance, ownership, control, or legal status of an institution
- Adding a permanent location at a site where the institution is conducting a teach-out for students from another institution

In order for the College to remain in compliance with SACSCOC Principles of Accreditation, CPTC will report all substantive changes within the timeframe and procedure defined by the table contained in the SACSCOC Substantive Change for Accredited Institutions of the Commission on Colleges policy.

The following procedure is established for substantive changes at CPTC:

1. The Vice Presidents for Academic Affairs, Student Affairs, Administrative Services, and Economic Development; the Executive Directors for Facilities, Information Technology, and Institutional Advancement are responsible for informing the Vice President for Institutional Effectiveness of any substantive changes that may be planned within their respective departments.
2. Relating to academic affairs:
 - a. The Vice President for Academic Affairs (VPAA) will review all proposals seeking to establish, expand, or terminate an academic program. The VPAA will then work with the Vice President for Institutional Effectiveness (VPIE) to determine whether any such proposal would necessitate a substantive change.
 - b. If a substantive change is required, the VPIE will prepare and submit to SACSCOC the proper documentation. The Cabinet, College Council, and Local Board approve all new programs. Submission of documentation for new program additions to SACSCOC may occur simultaneously with requesting TCSG State Board approval. The Vice President for Academic Affairs is

responsible for ensuring that substantive changes requiring SACSCOC approval prior to implementation are not initiated before SACSCOC approval is granted.

3. The Vice President for Institutional Effectiveness is responsible for reviewing institutional changes that might result in a SACSCOC-defined substantive change and for the preparation of appropriate correspondence and documentation to be signed by the President or designee and forwarded to SACSCOC for clarification, notification, or approval as appropriate.
4. If a member of the College community is unclear as to whether or not an anticipated change is substantive in nature, he/she should contact the Vice President for Institutional Effectiveness for clarification before proceeding.

Responsibility

The Vice President for Institutional Effectiveness has the overall responsibility for ensuring this procedure is implemented.

Adopted: January 16, 2014

Revised: August 9, 2022