

Procedures for Reporting University Substantive Changes

I. Introduction

The purpose of this procedure is to describe the process the North Carolina A&T State University will use to identify, manage, and report substantive changes to the Southern Association of Colleges and Schools- Commission on Colleges (SACS-COC).

Substantive changes are defined in the NCA&T Substantive Change Policy and the required reporting and notification procedures are described at <http://www.sacscoc.org/pdf/081705/SubstantiveChange.pdf> and in Appendix 1 attached.

II. Procedure Statement

NCA&T will maintain compliance through timely reporting on areas of substantive change to SACS-COC. In accordance with the Substantive Change for Accredited Institutions of the Commission on Colleges Policy Statement, the University will formally review all substantive change forms by **February 15** and **September 15** of each year. Changes that are determined to be substantive and require a SACS-COC procedure will be returned to the initiating academic or administrative unit(s) with instructions regarding preparation of a prospectus or documentation for notification. Changes that are determined not to be substantive will be returned to the initiating academic and administrative unit(s) for continued internal processing and possible implementation.

III. Process

- a. Each academic and administrative unit will appoint one administrator to serve as a substantive change liaison to report possible substantive changes.
- b. Substantive change liaisons will constitute the University Substantive Change Review Committee.
- c. The Vice Provost for Strategic Planning and Institutional Effectiveness (VP/OSPIE) will contact the substantive change liaisons each semester (before the end of August and January respectively) to determine whether any substantive change proposal documents will be forthcoming in the semester.
- d. The initiating academic or administrative unit will complete the form in Appendix 2, identifying the nature of the change and its stage in the planning or implementation process, and submit the form to the VP/OSPIE.
- e. The VP/OSPIE and the University Substantive Change Review Committee reviews the required form to determine whether a proposed change is substantive in nature and what procedure is necessary. If needed, the VP/OSPIE contacts SACSCOC staff for consultation.
- f. The VP/OSPIE advises the submitting unit regarding preparation any required SACSCOC prospectus or notification documentation.
- g. The VP/OSPIE coordinates the preparation of documents for Chancellor's signature and submission to SACS-COC.
- h. Decisions regarding substantive change status are communicated to appropriate Deans, Vice Chancellors and other stakeholders.

- i. An inventory of substantive change submissions and outcomes will be held by the VP/OSPIE.

IV. Training

- a. Each liaison and Senior Academic or Administrative Leader will be trained in SACS-COC policy and NCA&T procedures associated with substantive change by the Office of Strategic Planning and Institutional Effectiveness (OSPIE).
- b. Each substantive change liaison will monitor the activities of the respective academic or administrative unit for substantive change issues and seek assistance from the VP/OSPIE to train faculty or staff on internal and external reporting requirements to ensure compliance with this policy.

V. Monitoring

- a. The Office of Strategic Planning and Institutional Effectiveness (OSPIE) will monitor the approval processes for all substantive change prospectuses or notifications.
- b. Upon receiving the official SACSCOC letter the VP of OSPIE will contact the unit initiating the substantive change and maintain any documentation associated with the SACS-COC response on file.

Date: March 30, 2015

Appendix 1: Reporting the Various Types of Substantive Change

The different types of substantive change, the specific procedure to be used for each, their respective approval/notification requirements, and their reporting time lines are included in the table that follows. Please read the full text under the appropriate procedure for details regarding reporting.

Types of Change	Procedure	Prior Notification Required	Time Frame for Contacting COC	Prior Approval Required	Documentation
Initiating coursework or programs at a different level than currently approved	1	NA	NA	Yes	Application for Level Change Due dates: April 8 or September 15
Expanding at current degree level (<i>significant departure from current programs</i>)	1	Yes	6 months	Yes	Prospectus
Initiating a branch campus (See definition of "branch campus" on p. 3 of this document.)	1	Yes	6 months	Yes	Prospectus
Relocating a main or branch campus	1	Yes	6 months	Yes	Prospectus
Moving an off-campus instructional site (serving the same geographic area)	2	Yes	Prior to implementation	NA	Letter of notification with new address and starting date
Initiating degree completion programs	1	NA	NA	Yes	Prospectus
Initiating a certificate program at employer's request and on short notice					
...using existing approved courses	NA	NA	NA	NA	NA
...at a new off-campus site (previously approved program)	1	NA	NA	Yes	Modified prospectus
...that is a significant departure from previously approved programs	1	Yes	Approval required prior to implementation	Yes	Modified prospectus

Types of Change	Procedure	Prior Notification Required	Time Frame for Contacting COC	Prior Approval Required	Documentation
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Initiating other certificate programs					
...using existing approved courses	NA	NA	NA	NA	NA
...at a new off-campus site (previously approved program)	1	NA	NA	Yes	Prospectus
...that is a significant departure from previously approved programs	1	Yes	6 months	Yes	Prospectus
Altering significantly the educational mission of the institution	1	NA	NA	Yes	Contact Commission Staff <i>(Also see page 16, item 9)</i>
Initiating joint or dual degrees with another institution: (See "Agreements Involving Joint and Dual Academic Awards" policy)					
Joint Programs: with another SACSCOC accredited institution	2	Yes	Prior to implementation	NA	Copy of signed agreement and contact information for each institution
Joint Programs: with an institution not accredited by SACSCOC	1	Yes	6 months	Yes	Prospectus
Dual Programs	2	Yes	Prior to implementation	No	Copy of signed agreement and contact information for each institution

Types of Change	Procedure	Prior Notification Required	Time Frame for Contacting COC	Prior Approval Required	Documentation
Initiating off-campus sites (including Early College High School and dual enrollment programs offered at the high school)					
Student can obtain 50% or more credits toward program	1	NA	NA	Yes	Prospectus
... Student can obtain 24% or less	NA	NA	NA	NA	NA
Expanding programs offered at previously approved off-campus sites					
... Adding approved programs that ARE NOT significantly different from current programs at the site	NA	NA	NA	NA	NA
... Adding approved programs that ARE significantly different from current programs at the site but NOT at the institution	NA	NA	NA	NA	NA
... Adding programs that ARE significantly different from current programs at the site AND at the institution	1	Yes	6 months	Yes	Prospectus
Altering significantly the length of a program	1	NA	NA	Yes	Modified Prospectus
Changing from clock hours to credit hours	1	NA	NA	Yes	Justify reasons for change, indicate calculation of equivalency, and other pertinent information

Types of Change	Procedure	Prior Notification Required	Time Frame for Contacting COC	Prior Approval Required	Documentation
Initiating a direct assessment competency-based program	See SACSCOC Policy " Direct Assessment Competency-Based Educational Programs "	Yes	6 months	Yes	Submit "Screening Form" with letter of notification. If Prospectus is required, due dates: April 8 or September 15.
Initiating distance learning...					
Offering 50% or more of a program for the first time	1	NA	NA	Yes	Prospectus
...Offering 25-49%	2	Yes	Prior to implementation	No	Letter of notification
...Offering 24% or less	NA	NA	NA	NA	NA
Initiating programs or courses offered through contractual agreement or consortium	2	Yes	Prior to implementation	NA	Letter of notification and copy of signed agreement
Entering into a contract with an entity not certified to participate in USDOE Title IV programs					
...if the entity provides 25% or more of an educational program offered by the COC accredited institution	1	NA	NA	Yes	Prospectus
...if the entity provides less than 25% of an educational program offered by the COC accredited institution	2	Yes	Prior to implementation	NA	Copy of the signed agreement

Types of Change	Procedure	Prior Notification Required	Time Frame for Contacting COC	Prior Approval Required	Documentation
Initiating a merger/consolidation with another institution	See SACSCOC policy “Mergers, Consolidations, Change of Ownership, Acquisitions, and Change of Governance, Control, Form, or Legal Status”	Yes	6 months	Yes	Prospectus Due dates: April 8 or September 15
Changing governance, ownership, control, or legal status of an institution	See SACSCOC policy “Mergers, Consolidations, Change of Ownership, Acquisitions, and Change of Governance, Control, Form, or Legal Status”	Yes	6 months	Yes	Prospectus Due dates: April 8 or September 15
Acquiring any program or site from another institution	See SACSCOC policy “Mergers, Consolidations, Change of Ownership, Acquisitions, and Change of Governance, Control, Form, or Legal Status”	Yes	6 months	Yes	Prospectus
Adding a permanent location at a site where the institution is conducting a teach-out for students from another institution that is closing	See SACSCOC policy “Mergers, Consolidations, Change of Ownership, Acquisitions, and Change of Governance, Control, Form, or Legal Status”	Yes	6 months	Yes	Prospectus
Closing a program, approved off-campus site, branch campus, or institution					
...Institution to teach out its own students	3	Yes	Immediately following decision to close	Yes	Description of teach-out plan included with letter of notification
...Institution contracts with another institution to teach-out students (Teach-out Agreement)	3	Yes	Immediately following decision to close	Yes	Description of teach-out plan, copy of signed teach-out agreement detailing terms included with notification

Appendix 2

Substantive Change Review Form

1. Date Submitted: _____
2. Initiating Unit _____
3. Division or Academic Unit Head: _____
4. Name of Contact Person regarding this change: _____
5. Short Description of the Change (Please attached any documentation):

6. At what stage is this proposed change: ____ Pre-Planning
 ____ Engaged in Approval Process ____ Approved but not Implemented

7. Date of Planned Implementation: _____

8. Please examine the Types of Changes listed in Appendix 1. Does the change described in #5 above fit any of these descriptions? ____ Yes ____ No

9. If you answered "YES" to #8, please identify which type of change describes your proposed change.

10. If you answered "NO", why is this change NOT a substantive change?

For Review Committee:

Substantive Change Notification Required: ____ Yes ____ No

If Yes, Type of Notification: ____ Procedure 1 ____ Procedure 2 ____ Procedure 3

Date Reviewed: _____

VP/OSPIE Signature: _____

