



NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

SEC. II—PROVOST'S OFFICE 1.0

SUBSTANTIVE CHANGE COMPLIANCE POLICY

ADMINISTRATIVE POLICY

1. Purpose

The Southern Association of Colleges and Schools Commission on Colleges (SACS-COC) requires member institutions “to have a policy and procedure for timely reporting of substantive change.” In compliance with the SAC-SCOC requirement, North Carolina A&T State University has developed a policy outlining the University’s process and procedures to ensure compliance with the SACSCOC’s *Substantive Change for Accredited Institutions of the Commission on Colleges Policy Statement* (SACS-COC, 2011).

2. Scope

The North Carolina A&T State University’s *Substantive Change Compliance Policy* applies to each academic and administrative unit, division, and department within North Carolina A&T State University and is mandatory.

3. Compliance

Responsibility for enforcement of this policy resides with the Chancellor. The Academic Deans, Provost, and administrative Vice Chancellors are responsible for their units adhering to the procedures set forth within the *Procedures for Reporting University Substantive Changes* and the Chancellor is responsible for ensuring that they do. The Vice Provost for Strategic Planning and Institutional Effectiveness (VP of OSPIE) serves as the liaison to the Southern Association of Colleges and Schools Commission on Colleges, with responsibility to report substantive changes to the Commission in a timely manner. **No substantive change can be implemented until a**

letter of approval or an acceptance of notification is received from SACS-COC. Prior to receipt of the letter of approval, any distribution of information regarding a substantive change, including advertising, will include wording that the change is pending SACS-COC approval.

4. SACS-COC Definition of “Substantive Change”

Substantive change is a significant modification or expansion in the nature and scope of an accredited institution. Examples of substantive changes that might be proposed by an institution include:

- a. Any change in the established mission or objectives of the institution
- b. Any change in legal status, form of control, or ownership of the institution
- c. 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 (Online programs are not considered substantive changes once the first online program has been approved by SACSCOC.)
- d. 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
- e. A change from clock hours to credit hours
- f. A substantial increase in the number of clock or credit hours awarded for successful completion of a program
- g. The establishment of an additional location geographically apart from the main campus at which the institution offers at least 50% of an educational program
- h. The establishment of a branch campus
- i. Closing a program, off-campus site, branch campus or institution
- j. Entering into a collaborative academic arrangement that includes only the initiation of a dual or joint academic program with another institution
- k. Acquiring another institution or a program or location of another institution
- l. Adding a permanent location at a site where the institution is conducting a teach-out program for a closed institution
- m. 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
- n. Articulation policies are not considered a substantive change.

(Taken from the Substantive Change for Accredited Institutions of the Commission on Colleges, Edited January 2015— <http://www.sacscoc.org/pdf/081705/SubstantiveChange.pdf>)

5. Policy Statement

North Carolina A&T State University will maintain compliance with the Southern Association of Colleges and Schools – Commission on Colleges *Substantive Change for Accredited Institutions of the Commission on Colleges Policy Statement* —2015—
<http://www.sacscoc.org/pdf/081705/SubstantiveChange.pdf>

6. Substantive Change Compliance Process

The guidelines to report possible substantive changes are found in the *Procedures for Reporting University Substantive Changes*. Policies, procedures, and information regarding substantive change can be found at the SACSCOC website:

<http://www.sacscoc.org/pdf/081705/SubstantiveChange.pdf>

- a. The VP/OSPIE, in the role of SACS-COC Liaison, will provide guidance and monitor processes to ensure ongoing compliance with UNC-GA and SACS-COC policies and guidelines regarding substantive change.
- b. The guidelines and forms to identify and report possible substantive changes are found in the *Procedures for Reporting University Substantive Changes at* (<https://hub.ncat.edu/administration/legal/policies/sec2-acad-affairs/index.php>) and the responsibility for updating these files rests with the VP/OSPIE
- c. Once the need for reporting a substantive change has been determined, the VP/OSPIE works with academic and administrative units to gather documentation for timely substantive change prospectuses and notification letters.
- d. The VP/OSPIE will provide the Chancellor with completed documentation and letter to SACS-COC.
- e. The Chancellor will sign and send to the President of SACS-COC, the appropriate notification for the particular type of substantive change:
 - i. Timely notification regarding proposed changes, or
 - ii. A timely substantive change prospectus or application

Upon the Chancellor receiving the official SACSCOC letter, the VP of OSPIE will contact the unit initiating the substantive change and maintain any documentation associated with the SACSCOC response on file.

7. Review

The Chancellor's Cabinet, the Provost, Deans Council, and Faculty Senate have reviewed the policy. The Chancellor approved the North Carolina Agricultural and Technical State University *Substantive Change Compliance Policy* on March 30, 2015. This policy will be reviewed and updated periodically, as appropriate.

Comments and Question

Comments or questions should be emailed to the SACS Liaison (acstewal@ncat.edu)

Approved by the Chancellor

Date revised policy is effective: upon approval

First approved: March 10, 2014

Revised: March 20, 2015