

JACKSONVILLE STATE UNIVERSITY
Manual of Policies and Procedures
Jacksonville State University

POLICY NUMBER: II:10

DATE: June 2003

REVISION/REVIEW DATE: Sept 2008, Dec 2011, Dec 2012, March 2021, April 2023

SUBJECT: Substantive Change Policy and Procedure

APPROVED: Don C. Killingsworth, Jr., President

PURPOSE

This policy defines procedures for identifying and reporting substantive changes as outlined by federal regulations to include institutional, program and site/location changes to ensure timely coordination and notification to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) as well as the Jacksonville State University Board of Trustees (Board) and the Alabama Commission on Higher Education (ACHE).

POLICY

The University is responsible for notifying or obtaining approval in advance of any substantive changes in institutional, programmatic and site/location in accordance with the SACSCOC Substantive Change policy and procedures. The SACSCOC Policy and Procedures can be found here: <https://sacscoc.org/accrediting-standards/substantive-changes/>

Substantive change is defined as a significant modification or expansion of the nature and scope of an accredited institution. The reporting and review of substantive changes ensure that the scope of programs offered by the institution, as well as the structure and organization of the institution, have undergone appropriate review by SACSCOC.

SACSCOC accredits the entire institution and its programs and services, wherever they are located and however they are delivered. Accreditation, specific to an institution, is based on conditions existing at the time of the most recent evaluation and is not transferable. When an accredited institution significantly modifies or expands its scope or changes the nature of its affiliation or its ownership, a substantive change review is required.

Substantive changes are categorized into three areas: Institutional Changes, Program Changes and Off Campus Instructional Site/Additional Locations Changes. Specific information regarding each substantive change can be found in the SACSCOC policy to include timelines, approval or notification requirements, committee visit requirements and fees.

An outline of each area is listed below.

Institutional Changes

- Acquisition
- Change in Measure of Student Progress to Completion
- Competency-based Education by Course/Credit-based Approach
- Distance Education
- Governance Change
- Institution Closure
- Institution Relocation
- Institutional Contingency Teach-out Plan
- Level Change
- Merger / Consolidation
- Mission Change
- Ownership, Means of Control, or Legal Status Change

Program Changes

- Clock-Credit Hour Conversion
- Competency-based Education by Direct Assessment
- Cooperative Academic Arrangement with Title IV Entities
- Cooperative Academic Arrangement with Non-Title IV Entities
- Correspondence Education
- Dual Academic Award
- Method of Delivery
- New Program
- Program Closure (Including Method of Delivery)
- Program Designed for Prior Learning
- Program Length Change
- Program Re-open

Off-campus Instructional Site/Additional Location Changes

- Off-campus Instructional Site (Including Dual Enrollment)
 - New Site
 - Relocation
 - Name or Address Change
 - Closure
 - Re-open

Procedure

Discussion or planning that may result in substantive changes would initially result from agenda items of meetings of various groups across campus.

Type of Change	Cabinet/Committee
Institutional	President’s Cabinet, Extended Dean’s Council, and Dean’s Council
Program	New Program/Program Change Subcommittee of the Institutional Effectiveness Committee
Off Campus Instructional Site/Location	President’s Cabinet, Extended Dean’s Council, Dean’s Council, and Yearly OCIS Review by IAL

Members of the SACSCOC Core Team are represented in one or more of the Cabinet/Committees that an initial substantive change discussion would take place.

In the event that the potential substantive change comes out of a President’s Cabinet meeting discussion, the Provost and Senior Vice President for Academic Affairs will notify the SACSCOC Core Team. At that time, the Institutional Accreditation Liaison (IAL) will contact the appropriate individual who will be added to the agenda for an upcoming Core Team meeting to discuss the potential change and perform a substantive change review. If it is determined that the potential change is a significant departure requiring substantive change notification or approval, the IAL will work with the individual to submit the appropriate documentation by the necessary deadline. If it is determined the change is not a substantive change, the review will be documented and filed.

In the event that the potential substantive change comes out of the Extended Dean’s Council, Dean’s Council or New Programs/Program Changes Subcommittee of the Institutional Effectiveness Committee, the IAL will work with the individual on a substantive change review. If it is determined that the potential change is a significant departure requiring substantive change notification or approval, the IAL will work with the individual to submit the appropriate documentation by the necessary deadline. If it is determined the change is not a substantive change, the review will be documented and filed.

Each year, the IAL performs a review of Off Campus Instructional Sites to determine the substantive change possibility for the upcoming academic year. The information is reported to the SACSCOC Core Team. If the review reveals a significant departure may occur requiring substantive change notification or approval, the IAL will work with the individual to submit the appropriate documentation by the necessary deadline. If it is determined during the review that there is not an impending significant departure, the review will be documented and filed.

RESPONSIBILITY

This policy is the responsibility of the Provost and Senior Vice President for Academic Affairs.

EVALUATION

This policy will be reviewed at least every five (5) years or after a change to the SACSCOC Substantive Change Policy has occurred.