

**Williamsburg Technical College
PROCEDURE**

SECTION A – COLLEGE ORGANIZATION AND GOVERNANCE

Title SUBSTANTIVE CHANGE FOR ACCREDITED INSTITUTIONS	Number A-16.1
Division of Responsibility President	Approval Date Page 1/21/2021 1 of 2
Approval Vice President <hr/> President <hr/>	Supersedes Procedure No. A-16.1 Date 8/19/13

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

- I. The College’s SACSCOC Liaison shall review the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Policy Statement on Substantive Change for Accredited Institutions and communicate policy requirements to the President’s Council and the Academic Council as changes warrant.

- II. Institutional changes that may be considered substantive 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
 - D. The addition of courses or programs 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 percent 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.

- III. Substantive changes are classified by the SACSCOC according to the nature of the change, and the subsequent procedure to be followed is outlined in the Commission’s Policy on Substantive Change.

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Some substantive changes only require notification without a prospectus, and others require notification with the submission of a prospectus.

- IV. Notification constitutes a letter from the institution’s chief executive officer or his/her designated representative to the President of the SACSCOC summarizing the proposed change, providing the intended implementation date, and listing the complete physical address if the change involves the initiation of an off-campus site or branch campus.
- V. If a prospectus is required for submission to the SACSCOC, the College’s SACSCOC Liaison will work with the respective area(s) impacted by the change to compile the contents of the Substantive Change Prospectus. The College’s SACSCOC Liaison will compile a final draft of the Substantive Change Prospectus for review by the President’s Council prior to submission to the SACSCOC.
- VI. The College’s SACSCOC Liaison will be responsible for submitting the Substantive Change Prospectus along with the required fees to the SACSCOC.
- VII. The College’s SACSCOC Liaison will be responsible for monitoring the SACSCOC website for changes in the Policy on Substantive Change and keep the President’s Council informed of the changes. The College’s SACSCOC Liaison will also meet periodically with the Academic Council and Curriculum Review Committee to determine if there are any institutional changes that would qualify as substantive in nature to require notification to the SACSCOC to ensure compliance.
- VIII. The College’s SACSCOC Liaison will maintain records both electronically and in hard copy of Substantive Change documentation for reference to support the institution’s compliance with accreditation standards.
- IX. The College’s SACSCOC Liaison will be responsible for developing the policy on Substantive Change, submitting the policy for review, and revising the policy as a result of periodic evaluation of the effectiveness of the policy.
- X. Compliance with the guidelines established by SACSCOC for Substantive Change is mandatory at Williamsburg Technical College and contributes to the integrity of adherence to the standards of accreditation.