



Procedure Number:	AD 1.1
Procedure Title:	Monitoring and Reporting Substantive Change
Relevant Board Policy:	E.2.1 Accreditation and Substantive Change
Relevant SACSCOC	Principle: Substantive Change for SACSCOC Accredited Institutions http://www.sacscoc.org/pdf/081705/SubstantiveChange.pdf
Originating Unit:	Office of the President
Maintenance Unit:	Office of the President
Contact for Interpretation:	Vice President for Academic Success (Accreditation Liaison)

- I. Purpose: The following procedures have been established to ensure ongoing compliance of Northeast Lakeview College with Comprehensive Standard 14.2 of the *Principles of Accreditation* from the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

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.
- B. Substantive changes, including those required by federal regulations, include:
- Substantially changing the established mission or objectives of the institution or its programs;
 - Changing the legal status, form of control, or ownership of the 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).
 - The addition of a programs that is a significant departure from an existing the existing programs, either in content or method of delivery, from those that were offered when the institution was last evaluated;
 - 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; semester, trimesters, or quarters, or time-based or non-time-based methods or measures.
 - Substantially increasing or decreasing the number of clock or credit

hours awarded or competencies demonstrated, or an increase in the level of credential awarded, for successful completion of one or more programs;

- Initiating programs by distance education or correspondence courses;
- Adding an additional method of delivery to a currently offered program;
- Entering into a written arrangement under 24 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’
- 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;
- Adding a new off-campus instructional site/additional location including a branch campus;
- Re-opening a previously closed program or off-campus instructional site;
- Adding a new off-campus instructional site/additional location including a branch campus;
- Closing an institution, a program, a method of delivery, an off-campus instructional site, or a program at an off-campus instructional site;
- Entering into a cooperative academic arrangement;
- Adding a permanent location at a site at which the institution is conducting a teach-out program for another institution that has ceased operating before all students have completed their program of study;

- C. Accreditation Liaison: College representative (Vice President for Academic Success) designated by the President who is responsible for ensuring compliance with SACSCOC Principles and Policies.

II. Procedure statement:

- A. NEW PROGRAMS, SUBSTANTIAL CHANGE IN PROGRAM CREDIT HOURS, COOPERATIVE ACADEMIC ARRANGEMENTS OR DUAL/JOINT ACADEMIC AWARDS

Approval of new programs, program closures or cooperative academic arrangements and subsequent notification to SACSCOC will follow the procedures below.

1. The development of new instructional programs, substantial change in the credit hours awarded for the successful completion of a program, entering into a cooperative academic arrangement, or a dual or joint academic awards with another institution, and permission to deactivate or close an existing instructional program, must follow the established procedures for curriculum development and revisions found in the Northeast Lakeview Academic Procedures Manual, which require review and approval through the established Academic Standards and Curriculum Committee.
2. The Vice President for Academic Success serves as Chief Academic Officer, and monitors and reviews all curriculum changes submitted for approval for potential impact on substantive change reporting
3. A request for a new program, substantial change in program credit hours, cooperative academic arrangements, and dual or joint academic awards must follow the established procedures for curriculum development and revisions found in the Northeast Lakeview Academic Procedures Manual., which require review and approval through the established Academic Standards and Curriculum Committee.
4. The Vice President for Academic Success will notify the Vice President for College Services (Accreditation Liaison) of any new instructional programs or collaborative academic arrangements that have completed the development procedures and approval processes. At the time of notification, the Vice President for Academic Success will provide to the Vice President for College Services the necessary information to include in the letter of notification to SACSCOC.
5. Depending upon the response from SACSCOC, a prospectus may be required.
6. No new program, substantial change in program credit hours, cooperative academic arrangements, and dual or joint academic awards may be initiated until required notifications or approvals have occurred.
7. Timelines for notification and/or approval of these types of changes are included in the SACSCOC Policy Statement *Substantive Change for Accredited Institutions of the Commission on Colleges* published at www.sacscoc.org.

B. DEACTIVATION/CLOSURE OF EXISTING PROGRAM/METHOD OF DELIVERY, OFF-CAMPUS INSTRUCTIONAL SITE OR PROGRAM AT AN OFF-CAMPUS INSTRUCTIONAL SITE

1. A request to deactivate an existing instructional program at any instructional site (on or off-campus), a method of delivery, or an off-campus instructional site must be must follow the established procedures for curriculum development and revisions found in the Northeast Lakeview Academic Procedures Manual., which require review and approval through the established Academic Standards and Curriculum Committee. The Accreditation Liaison will place the request for program deactivations or closures on the agenda for the next available meeting of the Curriculum and Program Review Committee for review and approval.
2. Once approved through established procedures, the Vice President for Academic Success will submit a letter of Notification must be submitted to the SACSCOC by February 1st for implementation the following fall semester.
3. Programs that are deactivated are closed to new enrollment. Courses for the program will continue to be taught for an additional 3 academic years to allow existing students to complete the program. After the three year time period, the program will be officially closed, as per guidelines from the Texas Higher Education Coordinating Board. Information regarding the timeline for closures will be included in the Notification letter to SACSCOC.

C. LOCATIONS GEOGRAPHICALLY APART FROM THE MAIN CAMPUS

Approval of a new off-campus instructional sites (including dual credit and branch campuses) and subsequent notification/approval from SACSCOC will follow the procedures below. The Vice President for Academic Success maintains a list of all off-campus instructional sites and the level of course offerings approved for each site.

1. The offering of courses at a new off-campus instructional site (including dual credit and branch campuses) must be approved by the Vice President for Academic Success and the College President.
2. Once a new off-campus instructional site has been approved, the Vice President for Academic Success will monitor the scheduled offerings for the site prior to each semester. Upon reaching 25% of coursework towards any of the degrees or certificates offered, or Certificates, the Vice President for Academic Success will submit a letter of notification to SACSCOC prior to the start of the semester in which the 25% will be offered.

3. If the new instructional site reaches a point at which more than 49% of coursework is planned to be offered towards any of degrees or certificates offered, the Vice President for Academic Success will submit a prospectus to SACSCOC for review and approval prior to implementation.
4. The Vice President for Academic Success will be responsible for the completion of the prospectus. A prospectus will be submitted 8 months prior to the semester in which the course offerings are planned to exceed 49% of coursework towards a degree or Certificate (By January 1st for Fall Implementation and by July 1st for Spring Implementation).
5. No program offerings may be initiated at a site until required notifications or approvals have occurred.
6. Timelines for notification and/or approval of these types of changes are included in the SACSCOC Policy Statement *Substantive Change for Accredited Institutions of the Commission on Colleges* published at www.sacscoc.org.

D. DISTANCE EDUCATION

Northeast Lakeview College is approved offer 50% or more of programs via distance learning in all curricular areas and approval was in place during the initial accreditation. Therefore, adding subsequent programs offered via distance learning does not require additional notification to SACSCOC.

E. SUBSTANTIAL CHANGES IN MISSION OR GOVERNANCE

The Alamo Colleges Board of Trustees is responsible for approving any changes in the established mission or objectives of the College including the addition of courses or programs of study at a degree or credential level different from that which is included in the College's current initial accreditation. Changes in Mission or Governance and subsequent notification to the Commission will follow the procedures below.

1. The Board of Trustees is responsible for initiating any changes to the legal status, form of control or ownership of the College or merging with another institution.
2. Should the addition of courses or programs of study at a degree or credential level different from the College's current accreditation level be proposed, the President and the Vice President for Academic Success, , are responsible for securing, under direction of the Board, necessary approvals from SACSCOC.
3. Timelines for notification and/or approval of these types of changes are included in the SACSCOC Policy Statement *Substantive Change for Accredited Institutions of the Commission on Colleges* published at www.sacscoc.org.

Attachment: <https://sascoc.org/app/uploads/2019/08/SubstantiveChange.pdf>

Originator: Office of the President

Date Approved: 10/11/2018

Last Updated: 10/13/2020

Approved:

Title: President