

# McLennan Community College

## POLICIES AND PROCEDURES

Reference:	B-XXIII	Effective Date:	12/08/2021
Subject:	Substantive Change		
Source:	Chief Research & Effectiveness Officer/SACSCOC Liaison		
Approval Authority:	President	Approval Date	12/08/2021
Approved by Leadership Team:	Hills:	Benson:	McKown:
History:	Replaces previous policy dated 03/04/2020		
Remarks:			

### PURPOSE

The purpose of the McLennan Community College Substantive Change policy is to ensure MCC compliance with the SACSCOC policy on substantive change. See <http://sacscoc.org/accrediting-standards/substantive-changes/> for the current SACSCOC policy.

Member institutions of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) are required to notify the Commission of changes in accordance with the substantive change policy and, when required, seek approval prior to the initiation of changes. Member institutions are required to have a policy and procedure to ensure that all substantive changes are reported to the Commission in a timely fashion.

### DEFINITION

Substantive change is a significant modification or expansion of the nature and scope of an accredited institution. Under federal regulations, substantive change includes

- Any change in the established mission or objectives of the institution
- Any change in legal status, form of control, or ownership of the institution
- 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
- 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.
- A change from clock hours to credit hours
- A substantial increase in the number of clock or credit hours awarded for successful completion of a program
- The establishment of an additional location geographically apart from the main campus at which the institution offers at least 50% of an educational program.
- The establishment of a branch campus
- Closing a program, off-campus site, branch campus or institution
- Entering into a collaborative academic arrangement that includes only the initiation of a dual or joint academic program with another institution

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- Acquiring another institution or a program or location of another institution
- Adding a permanent location at a site where the institution is conducting a teach-out program for a closed institution
- 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

(Policy Statement for SACSCOC Accredited Institutions, December 2018)

### PROCEDURES

All academic changes at MCC are reviewed and approved by the Instructional Council (see policy B-XV). The Vice President of Instruction & Student Engagement and the Chief Research & Effectiveness Officer/SACSCOC Liaison sit on this committee and review all items for potential substantive change. The results are documented using the Substantive Change Consideration Form (see Appendix A below). An approved form is required for all items (with minor exceptions – again see Appendix A) to be placed on the Instructional Council agenda.

In order to monitor off-campus instructional sites, the Program Director, High School Pathways, who oversees the dual credit program, will present the dual credit schedule to Instructional Council the beginning of each term. The dual credit schedule will be accompanied by a report from the Office of Institutional Research showing the courses taught by site, program, and years during a four-year window. The President also reviews and approves all agreements with high schools for dual credit coursework.

For non-academic changes (such as the establishment of a branch campus, acquiring an institution, or entering into a contract with another entity), both the Vice President of Instruction and the Chief Research & Effectiveness Officer/SACSCOC Liaison are members of the College's Leadership Team and review such changes as necessary in the regular meetings of that group.

### APPENDIX A

All actionable agenda items in Instructional Council are required to have an accompanying Substantive Change Consideration Form except for the following:

- Course title name changes
- Updating course titles name change on degrees/certifications/ skills awards
- Prerequisite changes. (The course is already approved and in MCC's inventory)