



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. 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 percent 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 such as a dual degree program or a joint degree program with another institution;
 - 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; and
 - Additional changes identified by the SACSCOC Board of Trustees.
- B. Accreditation Liaison: College representative (Vice President for College Services) designated by the President who is responsible for ensuring compliance with SACSCOC Principles and Policies.

II. Procedure statement:

A. NEW PROGRAM AND COLLABORATIVE ACADEMIC ARRANGEMENTS

Approval of new programs or collaborative academic arrangements and subsequent notification to the Commission 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 collaborative academic arrangement such as a dual degree program or joint degree program 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 or collaborative academic arrangement 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 the Commission on Colleges.
5. Depending upon the response from the Commission on Colleges, a prospectus may be required.
6. No new programs or collaborative academic arrangements 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 OF EXISTING PROGRAM

1. A request to deactivate 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. The Accreditation Liaison will place the request for program deactivation 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 notify the Vice President for College Services by February 1st of each academic year of any program deactivations that have been approved for implementation the following fall semester for which a letter of Notification must be submitted to the Commission on Colleges. 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 the Commission on Colleges.
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.

C. LOCATIONS GEOGRAPHICALLY APART FROM THE MAIN CAMPUS

Approval of a new instructional site (including dual credit) geographically apart from the main campus and subsequent notification to the Commission will follow the procedures below. The Vice President for College Services 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 instructional site (including dual credit) must be approved by the Vice President for Academic Success.
2. Once a new 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 notify the Vice President for College Services that a letter of notification must be sent to the Commission on Colleges prior to the start of the semester in which the 25% will be offered. At the time of notification, the Vice President for Academic Success will provide the Vice President for College Services the necessary information to include in the letter of notification to the Commission on Colleges.

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 notify the Vice President for College Services that a prospectus must be submitted to the Commission on Colleges 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. 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, in consultation with the Vice President for College Services, 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: <http://www.sacscoc.org/pdf/081705/SubstantiveChange.pdf>

Originator: Office of the President

Date Approved: 10/11/2018

Last Updated: N/A

Approved: _____

Title: President