



POLICY TITLE
Substantive Change

POLICY NUMBER
1-7030

Responsible Office: <i>Academics, Workforce, and Student Development</i>	Effective Date: <i>12/18/2023</i>
Responsible Official: <i>Provost/Vice Chancellor for Workforce and Student Development</i>	Last Reviewed Date: <i>11/15/2023</i>
Policy Classification: <i>Academics, Workforce, and Student Development</i>	Origination Date: <i>10/20/2016</i>

I. POLICY STATEMENT

Baton Rouge Community College (BRCC), a member institution of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), is committed to reporting substantive changes to SACSCOC promptly.

II. POLICY RATIONALE AND SCOPE

The goals of this policy and associated procedures are to demonstrate compliance with the requirement of SACSCOC in regard to substantive changes; provide guidance to the BRCC policy audience for recognizing substantive changes; inform the BRCC policy audience of the reporting requirements for different types of substantive changes; and ensure that BRCC reports substantive changes in a timely manner.

BRCC accreditation by SACSCOC encompasses all programs and services, wherever they are located and offered. VDF VFRF h lh E FF f dd fh lk døl d gd g h h h years (decennial reviews) and a select group of standards between them (five-year interim reports). To ensure that changes made between these scheduled reviews do not compromise the total institution's quality, BRCC must report changes considered substantive by the federal government and by the SACSCOC Board of Trustees.

III. POLICY AUDIENCE

Awareness, recognition, and reporting of changes that are or may be substantive are the responsibility of BRCC administrators, faculty, and staff.

IV. POLICY COMPLIANCE

Failure to comply with this policy may result in BRCC being placed on sanction or being removed from SACSCOC membership.

V. POLICY DEFINITIONS

Accreditation Liaison: the BRCC employee authorized to communicate directly with the SACSCOC staff member assigned to BRCC and responsible for reporting substantive changes according to the SACSCOC Substantive Change Policy and Procedures.

Significant departure: implementation of institutional, programmatic, or instructional site changes not closely related to the nature and scope of the College at the time of the most recent review by SACSCOC.

Substantive change: a significant modification or expansion of the nature and scope of an accredited institution.

VI. POLICY IMPLEMENTATION PROCEDURES

Each fall and spring term, the Accreditation Liaison distributes this policy, the associated Procedures for Reporting Substantive Change, and the Substantive Change Survey to BRCC administrative officers, academic officers, and directors of academic and student development offices, along with a deadline for returning the completed checklist.

The Accreditation Liaison reviews and summarizes the submissions and discusses them with the Provost/Vice Chancellor for Workforce and Student Development (Provost) to determine which, if any, of the proposed initiatives or programs represent substantive changes. The Accreditation Liaison and Provost discuss the summary with the Chancellor, whose approval determines which changes are to be implemented and thus submitted to SACSCOC. The Accreditation Liaison works with the individuals who have proposed changes that must be reported to SACSCOC to prepare the appropriate documentation, works with the Office of the Chancellor to ensure that the documentation is sent to SACSCOC. The Accreditation Liaison informs the staff at the Louisiana Community and Technical College System of any actions included in LCTCS Policy 1.011, Accreditation.

Questions regarding changes that arise outside of the fall and spring reporting periods are to be

VII. POLICY RELATED INFORMATION

SACSCOC policy on [Substantive Change](#)

The Accreditation Liaison: [SACSCOC Guidelines](#)

BRCC Substantive Change Survey

Examples of substantive changes are summarized in the following bulleted lists. Consistent with the SACSCOC Substantive Change Policy and Procedures, the examples are arranged according to whether the change impacts the institution, specific programs, or instructional sites. The lists are not to be considered all-inclusive. The reader is encouraged to review the SACSCOC policy

A. Institutional Changes

- Acquiring another institution or any program or location of another institution.
- Adding graduate programs at an institution previously offering only undergraduate programs (including degrees, diplomas, certificates, and other for-credit credentials).
- Changing the governance of an institution.
- Changing the legal status, form of control, or ownership of an institution.
- Changing the way an institution measures student progress, whether in clock hours or credit-hours; semesters, trimesters, or quarters; or time-based or non time-based methods or measures.
- Closing the institution
- Initiating a competency-based education (CBE) program.
- Initiating programs by distance education or correspondence courses.
- Merging/consolidating two or more institutions or entities.
- Offering courses or programs at a higher or lower degree level than currently authorized.
- Substantially changing the established mission or objectives of an institution or its programs.
- Participating in the federal Prison Education Program providing Pell Grant access to confined or incarcerated students.

B. Program Changes

- Adding a program that is a significant departure from the existing programs, or method of delivery, from those offered when the institution was last evaluated.
- Adding an additional method of delivery to a currently offered program.
- Entering a cooperative academic arrangement.
- Entering into a written arrangement under 34 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's educational programs.
- Substantially increasing or decreasing the number of clock hours or credit hours awarded or competencies demonstrated, or an increase in the level of credential awarded, for successful completion of one or more programs.
- Adding each competency-based education program by direct assessment (after approval of the first).

- Dggl j j d l k f ch1 dk d kd hf j l h d g dff gd h d gh prior or existing knowledge or competency.
- Awarding dual or joint academic awards.
- Re-opening a previously closed program.

C. Off-campus Instructional Site Changes

- Relocating an institution or an off-campus instructional site of an institution (including a branch campus).
- Re-opening a previously closed off-campus instructional site.
- Adding a new off-campus instructional site/additional location including a branch campus.
- Adding a permanent location at a site at which an institution is conducting a teach-out program for students of another institution that has ceased operating before all students have completed their program of study.
- Changing the name and/or address of an off-campus instructional site.
- Closing a program, a method of delivery, an off-campus instructional site, or a program at an off-campus instructional site.

VIII. POLICY EXCEPTION

Without exception, BRCC administrators, faculty, and staff are responsible for awareness, recognition, and reporting of changes that are or may be substantive.


IX. POLICY HISTORY AND REVIEW CYCLE

Wkl df gd h h hgh d g h odfh E FF Dfdgh lf Diidl df 4-7030, Substantive Change, the effective date for which was 03/15/2021. This policy update reflects revisions to the SACSCOC Substantive Change policy that became effective in March 2022. The hiihf l hgd hi kl h ll l gh h l hge khgd h id doe E FF Fkd fhø . This policy is subject to the Colleg h three-year policy review cycle, which commences after the effective date of this revision.

X. POLICY URL

This policy may be accessed on the [BRCC website](#)

XI. POLICY APPROVAL - SIGNATURE, NAME, TITLE, AND DATE OF OFFICIAL



 Willie E. Smith, Ed.D.
 Chancellor

12/18/2023

 Date
Effective Date of Policy