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|  | BRCC’s Substantive Change Check List forSemi-Annual Review of Institutional Changes |

As a member institution of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), Baton Rouge Community College (BRCC) is committed to following Commission policies and upholding Commission principles. In addition to reviews scheduled every five years by the Commission, BRCC is required to report substantive changes that occur in the interim. SACSCOC defines Substantive Change as “a modification or expansion of the nature and scope of an accredited institution.”

Directions: Review the examples of substantive changes listed below, all of which are considered substantive changes by and thus require reporting to SACSCOC. Check any and all changes planned for your area. If your area does not plan to initiate any of the changes listed, indicate by checking the final box in the list. If a planned change is not on the list, and you wish to have the change considered by the BRCC SACSCOC Accreditation Liaison, Chancellor, Vice Chancellor, or the SACSCOC Staff member devoted to BRCC, briefly summarize the planned change in the text box that follows the check list1.

Send the completed form via email to sacscocal@mybrcc.edu.

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| [ ]  | Initiating off-campus sites where student can obtain 50% or more credits toward a program (including but not limited to Early College High School, dual enrollment programs offered at a high school, and certificated programs that are not at employers request and not on short notice) |
| [ ]  | Expanding at current degree level (*significant departure2 from current programs*) |
| [ ]  | Expanding program offerings at previously approved off-campus sites by adding programs that **are** significantly different from current programs at the site **and** the institution |
| [ ]  | Initiating degree completion programs |
| [ ]  | Initiating a branch campus3 |
| [ ]  | Relocating a main or branch campus |
| [ ]  | Entering into a contract with an entity not certified to participate in USDOE Title IV programs if the entity provides 25% or more of an educational program offered by the SACSCOC-accredited institution |
| [ ]  | Initiating a previously approved certificate program at a new off-campus site at employer’s request and on short notice |
| [ ]  | Initiating a certificate program that is a significant departure from previously approved programs at employer’s request and on short notice |
| [ ]  | Adding a site under a U.S. military contract for a previously approved program |
| [ ]  | Altering significantly the length of a program |
| [ ]  | Altering significantly the educational mission of the institution |
| [ ]  | Initiating dual or joint degrees involving program expansion (significant departure) or initiating a new site where student can obtain 50% or more credits toward a program |
| [ ]  | Initiating dual or joint degree with a least one institution not accredited by SACSCOC |
| [ ]  | Moving an off-campus instructional site (serving the same geographic area) |
| [ ]  | Initiating programs or courses offered through contractual agreement or consortium |
| [ ]  | Entering into a contract with an entity not certified to participate in USDOE Title IV programs if the entity provides less than 25% of an educational program offered by the SACSCOC-accredited institution |
| [ ]  | Initiating off-campus sites where students can obtain 25-49% of credits toward a program (including but not limited to Early College High School. dual enrollment programs offered at a high school, and certificate programs that are not at employer’s request and not on short notice) |
| [ ]  | Initiating dual or joint degrees with other SACSCOC accredited institution(s) |
| [ ]  | Closing a program or approved off-campus site; BRCC plans to teach out the BRCC students |
| [ ]  | Closing a program or approved off-campus site; BRCC plans to contract another institution(s) to teach-out the BRCC students |
| [ ]  | Initiating a direct assessment competency-based program |
| [ ]  | Changing governance, ownership, control, or legal status of an institution |
| [ ]  | Acquiring any program or site from another institution |
| [ ]  | Based on the examples above, none of the planned changes in the area indicated below are of a substantive nature. |
| [ ]  | Based on the examples above, the area indicated below would like to have the following planned change reviewed by BRCC’s Accreditation Liaison, Executive Cabinet, and/or SACSCOC Staff member:Click here to enter text. |
| 1 The SACSCOC Substantive Change policy is available via <http://sacscoc.org/SubstantiveChange.asp> .2 SACSCOC defines “significant departure” as a program that is not closely related to previously approved programs at the institution or site or for the mode of delivery in question. To determine whether a new program is a “significant departure”, it is helpful to consider the following questions:* What previously approved programs does the institution offer that are closely related to the new program and how are they related?
* Will significant additional equipment or facilities, financial resources, and/or library/learning resources be necessary?
* Will a significant number of new courses and/or new faculty members be required?

3 A location of an institution that is geographically apart and independent of the main campus of the institution. A branch campus is permanent in nature, offers courses in educational programs leading to a degree, certificate, or other recognized educational credential, has its own faculty and administrative or supervisory organization, and has its own budgetary and hiring authority. |

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| Click here to enter text. |  | Click here to enter a date. |
| Submitter’s Name and Title |  | Date |

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| Click here to enter text. |  | Click here to enter a date. |
| Dean’s Name and Division Name |  | Date |

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| [ ]  | Yes, the proposed change must be reported to SACSCOC |
| [ ]  | No, the proposed change does not have to be reported to SACSCOC for the reason given below: |
|  | Click here to enter text. |

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| Click here to enter text. |  | Click here to enter a date. |
| Accreditation Liaison |  | Date |

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| Click here to enter text. |  | Click here to enter a date. |
| Vice Chancellor for Academic Affairs |  | Date |

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| Click here to enter text. |  | Click here to enter a date. |
| BRCC Chancellor |  | Date |