



POLICY TITLE
Substantive Change

POLICY NUMBER
1-7030

Responsible Office: <i>Office of the Vice Chancellor for Academic and Student Affairs</i>	Effective Date: <i>03/15/2021</i>
Responsible Official: <i>Vice Chancellor for Academic and Student Affairs</i>	Last Reviewed Date: <i>09/23/2019</i>
Policy Classification: <i>Academic and Student Affairs</i>	Origination Date: <i>10/20/2016</i>

I. POLICY STATEMENT

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

II. POLICY RATIONALE AND SCOPE

The goals of this policy and associated procedures are to: demonstrate compliance with the requirement of SACSCOC in regards 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.

Accreditation of BRCC by SACSCOC encompasses all programs and services, wherever they are located and however they are offered. SACSCOC reviews BRCC's compliance with all of its standards every ten years (decennial reviews) and reviews a select group of standards between decennial reviews (five-year interim reports). To ensure that changes made between these scheduled reviews do not compromise the quality of the total institution, BRCC is required to report changes that are considered substantive by the federal government as well as 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 jeopardize BRCC's eligibility to receive federal financial assistance and 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 – a program that is not closely related to previously approved programs at the institution or site or for the mode of delivery in question.

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, BRCC's Accreditation Liaison distributes this policy, the associated Procedures for Reporting Substantive Change, and the Substantive Change checklist to BRCC administrative officers, academic officers, and directors of academic and student affairs offices, along with a deadline for returning the completed checklist.

The Accreditation Liaison reviews and summarizes the submissions and discusses them with the Vice Chancellor for Academic and Student Affairs (VCASA) to determine which, if any, of the proposed initiatives or programs represent substantive changes. The Accreditation Liaison and VCASA 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, and informs the appropriate staff at the Louisiana Community and Technical College System and Board of Regents of proposed and approved actions.

Questions regarding changes that arise outside of the fall and spring reporting periods are to be directed to BRCC's Accreditation Liaison.



VII. POLICY RELATED INFORMATION

SACSCOC policy on Substantive Change: <http://www.sacscoc.org/SubstantiveChange.asp>

The Accreditation Liaison: <https://sacscoc.org/app/uploads/2019/08/accreditation-liaison.pdf>
(SACSCOC Guidelines)

BRCC Procedures for Reporting Substantive Changes

BRCC Substantive Change Checklist

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 as well as BRCC's Procedures for Reporting Substantive Changes.

A. Institutional Changes

- Substantially changing the established mission or objectives of an institution or its programs.
- Changing the legal status, form of control, or ownership of an 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.
- 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; semesters, trimesters, or quarters; or time-based or non-time-based methods or measures.
- Initiating programs by distance education or correspondence courses.

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 into 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 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.
- 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.
- Closing an institution, 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

This policy update supersedes and replaces BRCC’s Academic Affairs policy 1-7030, Substantive Change, the effective date for which was 09/23/2019. This policy update reflects revisions to the SACSCOC Substantive Change policy that became effective January 1, 2021. The effective date for this revision is determined by the date of approval by BRCC’s Chancellor. This policy is subject to the College’s 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 at www.mybrcc.edu.

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



Willie E. Smith, Ed.D.
Chancellor

03/15/2021

Date
Effective Date of Policy