

## TALLAHASSEE COMMUNITY COLLEGE ADMINISTRATIVE PROCEDURES

TITLE: Substantive Change	NUMBER: 03-34AP
AUTHORITY: Florida Statute: 1001.64, 1001.65 Florida Administrative Code: 6A-14.0261	SEE ALSO:  <ul style="list-style-type: none"> <li>• <a href="#">Board Policy 03-34: Substantive Change</a></li> </ul>
UPDATED: 11/15/2018	

In addition to five-year and ten-year reviews by the Southern Association of College and Schools-Commission on Colleges (hereafter SACSCOC or the Commission), Tallahassee Community College (hereafter TCC or the College) is required to follow substantive change procedures established by SACSCOC that include notification and approval by the SACSCOC prior to initiating a substantive change. “Substantive Change” means a significant modification or expansion of the nature and scope of an accredited institution. Failure of an institution to gain approval for substantive changes involving programs that qualify for federal financial assistance could result in the institution jeopardizing such funding.

Under federal regulations, substantive changes include:

- 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
- 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

All substantive change submissions will be coordinated through the College's SACSCOC Accreditation Liaison. Any unit or department initiating a substantive change to the College's current accreditation or reaffirmation must notify the College's SACSCOC Accreditation Liaison as soon as the change is considered. The Liaison will work with the unit/department to develop the appropriate notification letter, and other documentation such as a prospectus or application. All correspondence with SACSCOC will be submitted by the College President or the College's SACSCOC Accreditation Liaison.

All questions about whether a change is substantive should be directed to the College's SACSCOC Accreditation Liaison. The following table will assist units and departments in determining whether a change falls into the category of a substantive change as well as notification and documentation requirements and due dates. The last column in the table identifies TCC personnel responsible for reporting a substantive change to the SACSCOC Liaison. The Liaison will work with that person or his/her designee to develop and implement a plan to develop the required documentation for the substantive change.

Types of Change	Prior Notification Required	Prior Approval Required	Documentation and Time Frame for Contacting SACSCOC	Change Reported to TCC's Liaison by:
Initiating coursework or programs at a different level than currently approved	No	Yes	Application for Level Change  <b>Due dates:</b> March 15 (for June review) September 1 (for December review)	Provost/VP for Academic Affairs
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 certificate programs that are not at employer's request and not on short notice)	No	Yes	Cover Sheet Prospectus  <b>Due dates:</b> January 1 for 7/1-12/31 implementation July 1 for 1/1-6/30 implementation	Provost/VP for Academic Affairs  Associate Dean for Academic Partnerships (dual enrollment)
Expanding at current degree level ( <i>significant departure from current programs</i> ).				Associate VP for Academic Affairs (Chair of Academic Planning Committee)
Expanding program offerings at previously approved off-campus sites by adding programs that ARE significantly different from current programs at the site AND at the institution				Associate VP for Academic Affairs (Chair of Academic Planning Committee)
Initiating degree completion programs				Provost/VP for Academic Affairs
Initiating a branch campus				Provost/VP for Academic Affairs
Initiating distance learning by offering 50% or more of the first program for the first time				NA – TCC already has approval to do this
Relocating a main or branch campus				Provost/VP for Academic Affairs
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				Provost/VP for Academic Affairs

*Substantive Change*

Types of Change	Prior Notification Required	Prior Approval Required	Documentation and Time Frame for Contacting SACSCOC	Change Reported to TCC's Liaison by:
Initiating <u>dual or joint degrees</u> involving program expansion (significant departure) or initiating a new site where student can obtain 50% or more credits toward a program	No	Yes	Cover Sheet Prospectus  <b>Due dates:</b> January 1 for 7/1-12/31 implementation July 1 for 1/1-6/30 implementation  Copy of signed agreement, contact information for each institution, and additional details on non-SACSCOC institution(s) involved.	Provost/VP for Academic Affairs
Initiating dual or joint degree with at least one institution <u>not</u> accredited by SACSCOC	At least 6 months prior to implementation	Yes	Acceptance of notification, copy of signed agreement, contact information for each institution, and additional details on non- SACSCOC institution(s).	Provost/VP for Academic Affairs
Initiating a direct assessment competency-based program	Yes – Screening Form	Yes	Submit “Screening Form” with letter of notification. If Prospectus is required, <b>Due dates:</b> March 15 (for June review) September 1 (for December review)	Provost/VP for Academic Affairs
Initiating a merger/consolidation with another institution	Yes: December 15 (for June review);  June 1 (for December review)	Yes	Cover Sheet Institutional Summary Form Prospectus  <b>Due dates:</b> March 15 (for June review); September 1 (for December review)	President
Changing governance, ownership, control, or legal status of an institution				President
Acquiring an institution or location (including programs) of another institution				President
Adding a permanent location at a site where the institution is conducting a teach-out for students from another institution that is closing				President

*Substantive Change*

Types of Change	Prior Notification Required	Prior Approval Required	Documentation and Time Frame for Contacting SACSCOC	Change Reported to TCC's Liaison by:
Initiating a certificate program at a new off-campus site at employer's request and on short notice (previously approved program)	No	Yes	Cover Sheet Modified prospectus Contact Commission Staff.	Vice President whose area will offer the certificate program
Initiating a certificate program that is a significant departure from previously approved programs at employer's request and on short notice				Vice President whose area will offer the certificate program
Adding a site under a U.S. military contract for a previously approved program				Vice President whose area will offer the certificate program
Altering significantly the length of a program				Associate VP for Academic Affairs (Chair of Academic Planning Committee)
Altering significantly the educational mission of the institution				President
Changing from clock hours to credit hours	No	Yes	Justify reasons for change, indicate calculation of equivalency, and other pertinent information	Associate VP for Academic Affairs (Chair of Academic Planning Committee)
Moving an off-campus instructional site (serving the same geographic area)	Yes	No	Letter of notification with old address, new address, and implementation date	Provost/VP for Academic Affairs
Initiating dual or joint degrees with other SACSCOC accredited institution(s)	At least 6 months prior to implementation	No	Acceptance of notification, copy of signed agreement and contact information for each institution.	Provost/VP for Academic Affairs
Initiating programs or courses offered through contractual agreement or consortium	Yes	No	Letter of notification and copy of signed agreement	Provost/VP for Academic Affairs
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				Provost/VP for Academic Affairs

*Substantive Change*

<b>Types of Change</b>	<b>Prior Notification Required</b>	<b>Prior Approval Required</b>	<b>Documentation and Time Frame for Contacting SACSCOC</b>	<b>Change Reported to TCC's Liaison by:</b>
Initiating off-campus sites where student 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)	Yes	No	Letter of notification Including street address and implementation date	Associate VP for Academic Affairs (Chair of Academic Planning Committee)
Initiating distance learning by offering 25-49 of the first program for the first time				Not applicable; TCC has approval for this change
Closing a program, approved off-campus site, branch campus, or institution where the institution plans to teach out its own students	Yes	Yes	Description of teach-out plan included with letter of notification	Associate VP for Academic Affairs (Chair of Academic Planning Committee)
Closing a program, approved off-campus site, branch campus, or institution where the institution plans contracts with another institution(s) to teach- out students (Teach-out Agreement)	Yes	Yes	Description of teach-out plan, copy of signed teach-out agreement(s) detailing terms included with notification	Provost/VP for Academic Affairs

Types of Change	Prior Notification Required	Prior Approval Required	Documentation and Time Frame for Contacting SACSCOC
Initiating a certificate program at employer's request and on short notice using existing approved courses and location	No	No	NA
Initiating certificate program (not at employer's request and not on short notice) using existing approved courses and location			
Initiating off-campus sites (including Early College High School and dual enrollment programs offered at the high school) where student can obtain 24% or less of credits toward a program			
Expanding program offerings at previously approved off-campus sites by adding approved programs that ARE NOT significantly different from current programs at the site			
Expanding program offerings at previously approved off-campus sites by adding approved programs that ARE significantly different from current programs at the site but NOT at the institution			
Initiating distance learning by offering 24% or less of any program for the first time			