Jacksonville University Substantive Change Policy

PURPOSE

As a regionally accredited institution of higher education, the University is responsible for compliance with the substantive change requirements of the U.S. Department of Education as outlined in 34 C.F.R.§602.22 Regional accrediting bodies, such as SACSCOC, are tasked with ensuring institutional compliance with these federal requirements. The SACSCOC policy statement, "Substantive Change for SACSCOC Accredited Institutions," outlines institutional responsibilities related to the reporting of substantive change.

"Substantive Change" is defined by SACSCOC as "a significant modification or expansion of the nature and scope of an accredited institution." Under federal regulations, substantive change includes but is not limited to:

- 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 pro gram 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.

Implementation of a change that clearly is or may be substantive cannot occur until the University notifies SACSCOC of its intention and receives approval if required. Failure to report these and other planned substantive changes can result in loss of accreditation of the University's degree programs.

An off- campus site is a location of an institution that is geographically apart, but not independent, of the main campus. The site may be used in an ongoing manner to deliver programs or courses leading to a degree, certificate, or other recognized educational credential, but it does not have its own faculty, administrative organization or budget.

Distance Education

Distance education is a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place. Instruction may be synchronous or asynchronous. A distance education course may use the internet; one-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices; audio conferencing; or video cas

1. What previously approved programs does the institution offer that are closely related to the new program and how are they related?
2. Will significant additional equipment or facilities be needed?
3. Will significant additional financial resources be needed?
4. Will a significant number of new courses be required?
5. Will a significant number of new faculty members be required?
6. Will significant additional library/learning resources be needed?

PROCESS

All proposed changes to academic programs related to the offering of new programs, new modalities of instruction, the addition of new sites, the development of joint degree programs or other consortia/contractual relationships, and other changes as listed in the SACSCOC table below, must be reported to the Office of Analytics & Planning at the outset of planning. All proposed curriculum changes must include a Substantive Change Checklist. The SACSCOC Liaison will determine the need for a substantive change filing and the appropriate SACSCOC procedure to follow.

There are three procedures for addressing the different types of substantive changes. All are detailed in the SACSCOC substantive change policy:

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Table of SACSCOC Substantive Change Reporting Responsibilities

Types of Change	Procedure or Policy	Prior Notification Required	Prior Approval Required	Documentation and TimeFrame for Contacting SACSCOC
Initiating coursework or programs at a different level than currently approved	Procedure 1	No		

Types of Change	Procedure or Policy	Prior Notification

Types of Change	Procedure or Policy	Prior Notification Required	Prior Approval Required	Documentation and TimeFrame for Contacting SACSCOC
Initiating a certificate program at a new off-campus site at employer's request and on short notice (previously approved program)	Procedure 1	No	Yes	Cover Sheet Modified prospectus Contact Commission Staff.
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				
Changing from clock hours to credit hours	Procedure 1	No	Yes	Justify reasons for change, indicate calculation of equivalency, and other pertinent information
Moving an off-campus instructional site (serving the same geographic area)	Procedure 2	Yes	No	Letter of notification with old address, new address, and implementation date
Initiating dual or joint degrees with other SACSCOC accredited institution(s)	See SACSCOC Policy "Agreements Involving Joint and Dual Academic Awards"	At least 6 months prior to implementation	No	Acceptance of notification, copy of signed agreement and contact information for each institution. See Policy.
Initiating programs or courses offered through contractual agreement or consortium	Procedure 2	Yes	No	Letter of notification and copy of signed agreement
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 institu tion				

Types of Change	Procedure or Policy	Prior Notification Required	Prior Approval Required	Documentation and Time Frame for Contacting SACSCOC
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)	Procedure 2	Yes	No	