

Substantive Change Procedures to Establish a Broward College International Center

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June 2015



Substantive Changes

- * Definition:

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



Substantive Changes

Member institutions are required to notify the Commission on Colleges of changes, and when required, seek approval prior to initiation of changes.



Examples of Sub-Changes

- * Change in mission
- * Change in legal status, form of control, ownership
- * Establishing a branch-campus
- * **Establishing an additional location geographically apart from the main campus at which the institution offers at least 50% of an educational program.**
- * Closing of a program, off-campus site or branch campus

Initiating off-campus sites

	Prior Notification Required	Time Frame for Contacting COC	Prior Approval Required	Documentation
Student can obtain 50% or more credits toward program	NA	6 months	Yes	Prospectus
...Student can obtain 25-49% of credit	Yes	NA	Prior to implementation	Letter of Notification
...Student can obtain 24% or less	NA	NA	NA	NA

Required Committee Visits

In certain circumstances substantive changes require an on-site committee review within six months after implementation.

Specifically, the initiation of an off-campus site at which a student can earn at least 50% of the credit toward an educational program if the institution has a total of three (3) or fewer additional locations.

Modified (formerly “abbreviated”) Substantive Change Prospectus

For an institution replicating an approved educational program that is already offered at three (3) or more approved sites, a “modified prospectus” will suffice.



What is required in a Modified Prospectus?

1. Faculty Roster
2. Descriptions of the courses/programs to be offered at the site (note that it is available at least three other locations)
3. Descriptions of discipline specific library resources
4. Description of student support services
5. Description of physical resources (classrooms, labs, learning centers, etc.)

Review of Substantive Change

Substantive Changes are submitted to the Commission on Colleges six months in advance of implementation and reviewed by staff, usually within 3 months of receipt. (More than 2000 per year)!



Potential Jeopardy

- * Once an institution submits its prospectus and the document is reviewed by SACSCOC staff, any information included therein that indicates possible non-compliance with any of the Core Requirements or Comprehensive Standards may lead SACSCOC to further review the institution, even if the prospectus is withdrawn or approval of the change is denied.

Staff Options

1. Approve the Substantive Change and issue a letter from the Commission to the President of the College.
2. Defer action and request further information or documentation
3. Refer the Substantive Change to the Committee on Compliance and Reports for review and a final recommendation to the Board of Trustees at next scheduled meeting in June or December.

Recent examples of approved substantive changes

BC Partner	Location	Year
Broward Center for International Education	Ecuador (Guayaquil)	2007
Center for Global Education @ USIL	Peru	2010
American College of Higher Education	Sri Lanka (Colombo)	2010
Institute for American Education @VATC	Vietnam	2011
Broward Center for International Education	Ecuador (Quito)	2011 (discontinued in 2013)
American College of Higher Education	Sri Lanka (Kandy)	2012
Center for International Education @ NMS	India	2013

Coming Soon?

BC Partner	Location	Year
Wuxi South Ocean College	China	2015
International College of Santa Cruz	Bolivia	2015
SSPU	China	
American College of Dubai	Dubai	

Questions?

