



Policy Manual

Title: Policy on Substantive Change	Number: 6Hx2-4.24
Legal Authority: <i>Florida Statutes 1001.64</i>	Page: 1 of 2

GENERAL STATEMENT

The goal of this policy is for the Board of Trustees to assign responsibility to college personnel regarding accountability for maintaining compliance with the Southern Association of Colleges and Schools Commission on Colleges' (SACS-COC) Substantive Change policy. SACS-COC is Broward College's regional accrediting agency. Achieving and maintaining regional accreditation means that the College has met standards set forth by the accrediting agency Broward College has established this policy to ensure that college officials understand the expectations of the Commission regarding Substantive Changes

THE POLICY and THE STUDENT

The approval of a Substantive Change by the Commission on Colleges assures students that the courses and programs offered by the College are of high quality and value at all locations and in all programs. Regional accreditation allows Broward students to access to federal student aid and opens the door of more institutions who will accept Broward credits for transfer to other degree programs.

THE POLICY and THE FACULTY AND STAFF

Faculty making substantive changes to the College's curriculum and administrators who coordinate establishment of new locations and programs must comply with requirements of SACS-COC. *The Principles of Accreditation: Foundations for Quality Enhancement* and its policy statement entitled *Substantive Change For Accredited Institutions Of The Commission On Colleges* must be integrated into the planning and implementation of any substantive change action. These documents are available on line at the SACS Commission on Colleges website: www.sacscoc.org.

IMPLEMENTATION and OVERSIGHT

The President has the authority to establish procedures to implement this policy. The College Provost and Senior Vice President of Academic Affairs and Student Success, in conjunction with campus presidents, are responsible for monitoring and ensuring policy compliance. The SACS Liaison officer will monitor compliance with this policy and report periodically to the College's Management Team about pending and approved Substantive Changes. Board of Trustees approval will be sought where appropriate. See procedure for 6Hx2-4.02.

VIOLATION OF POLICY

- For non-represented employees, action will be taken pursuant to the terms and conditions of the relevant employment contract, if applicable.
- For full-time faculty, refer to the Collective Bargaining Agreement between the Board of Trustees of Broward College and United Faculty of Florida, Broward College Chapter.

History: Adopted as Policy 6Hx2-4.24 on March 27, 2012

Approved by the Board of Trustees	Date 03/27/2012	President's Signature 	Date 03/27/2012
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DEFINITIONS

Substantive Change is a significant modification or expansion of the nature and scope of an accredited institution. Under federal regulations, substantive change includes:

- 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 at a degree or credential level above 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.

Notification constitutes a letter from the President or his/her designated representative to the President of the Commission summarizing the proposed change, providing the intended implementation date, and listing the complete physical address, if the change involves the initiation of an off-campus site or branch campus.

Substantive Change Prospectus – a description of the proposed change that describes:

- the initial date of implementation
- projected number of students, if applicable
- the primary target audience
- the projected life of the program (single cohort or ongoing)
- the faculty roster and teaching qualifications
- the instructional delivery methods
- library and learning resources
- financial support
- evaluation and assessment including specific learning outcomes
- physical resources (facilities, equipment)
- the complete physical address if the change involves the initiation of an off-campus site

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