

Procedure Manual



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The following table outlines the division of responsibilities assigned to appropriate personnel for notifying the SACS Commission on Colleges of Broward College's intent to initiate a substantive change.

Types of Substantive Change	Responsible Broward College Personnel
<p>Initiating distance learning for group or individual instruction where instructor and student/s are geographically separated. ...Offering 50 percent or more of program electronically (Subsequent programs do not need reporting unless they are significant departures from initially approved program(s). ...Offering 25-49 percent of a program electronically ...Offering 24 percent or less of a program electronically ...Adding significantly different programs (approved for the institution) from previously reported programs offered through distance learning ...Initiating significant changes in existing technology-based delivery systems in distance learning/ (off-campus programs)</p>	College Provost
<p>Adding significantly different programs at a currently approved site <i>(only if programs are already SACS approved, does not apply to new sites)</i>.</p>	College Provost/ Campus Presidents
<p>Initiating programs/courses offered through contractual agreement or consortium</p>	College Provost
<p>Relocating a campus</p>	Campus Presidents
<p>Initiating a merger/consolidation. (Will require a site visit.)</p>	College Provost
<p>Initiating coursework or programs at a more advanced level than currently approved.</p>	College Provost

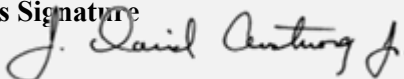
Recommending Officer's Signature Date: 03/27/2012	President's Signature Date: <div style="text-align: center;"> </div> 03/27/2012
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<p>Initiating programs at a lower degree level (normally pertaining to programs that are significantly different from current degrees).</p>	College Provost
<p>Initiating a branch campus A branch campus is a location of an institution that is geographically apart and independent of the main campus of the institution. The independent location must be:</p> <ol style="list-style-type: none"> (1) permanent in nature, (2) offer courses in educational programs leading to a degree, certificate, or other recognized educational credential, (3) have its own faculty and administrative or supervisory organization, and (4) have its own budgetary and hiring authority. <p>Will require a site visit.</p>	Campus Presidents
<p>Altering significantly the educational mission of the institution.</p>	College Provost
<p>Changing governance, ownership, control, or legal status</p>	College President
<p>Altering significantly the length of a program. Changing significantly the length of a program, substantially increasing the number of clock or credit hours awarded for successful completion of a program, or changing clock hours to credit hours.</p>	College Provost
<p>Initiating degree completion programs.</p>	College Provost
<p>Closing an institution/program; initiating teach-out Agreements. Entering into a teach-out agreement or closing an institution. (See also the Commission policy “Closing an Institution or Program: Teach-Out Agreements.”)</p> <p>In the cases of campus or program closures, the College Registrar will notify affected students and advise of alternative options for program completion. The College will make every effort to minimize employment disruption for faculty and staff teaching in affected programs or sites.</p>	College Provost/College Registrar

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<p>Initiating additional off-campus sites (where instructor is present for classroom group instruction).**</p> <p>...Student can obtain 50 percent or more credit toward program ...Student can obtain 25-49 percent of credit toward program* ...Student can obtain 24 percent or less of credit toward program *May require a site visit **Offering 25-49 percent of an educational program at an off-campus site does not require a prospectus; however, the institution is required to</p> <ol style="list-style-type: none">1. notify the Commission2. provide a faculty roster3. a discipline-specific description of library/learning resources4. a description of physical facilities, and5. a list of courses to be offered at the site.	Campus Presidents
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Recommending Officer's Signature	Date: 03/27/2012	President's Signature <i>J. David Anthony Jr.</i>	Date: 03/27/2012
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