

Central Virginia Community College Policies
V – Academic Administration and Responsibilities
Substantive Change Notification



Policy #:	CVCC0137
Effective:	__/__/__
Last Reviewed/Revised:	06/30/2022
Responsible Dept.:	Institutional Effectiveness
Other Policy References:	NA

Substantive Change Notification

Personnel Responsible for Implementation of this Policy

CVCC SACSCOC Liaison

Purpose of the Policy

Compliance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Comprehensive Standard 14.2

Policy

Central Virginia Community College (CVCC) has adopted the Commission on Colleges of the Southern Association of Colleges and Schools (Commission or SACSCOC) policy statement “Substantive Change for SACSCOC Accredited” as the process to follow for all substantive changes.

CVCC is responsible for following all policies and procedures outlined in the SACSCOC Substantive Change policy <https://sacscoc.org/accrediting-standards/substantive-changes/>.

Although accountability for compliance with notifications for substantive change ultimately lies with the President of Central Virginia Community College, it is the responsibility of the SACSCOC Liaison to monitor programs to maintain compliance. The SACSCOC Liaison will collaborate with the Associate Vice-Presidents of CVCC’s academic divisions and the Vice President for Academics, Student Affairs, and Workforce to identify any potential changes that could trigger a substantive change notification. The SACSCOC Liaison is also responsible for remaining current on all updates and training information provided by SACSCOC related to substantive change.

Procedures

A substantive change is a significant modification or expansion of the nature and scope of an accredited institution. Substantive change includes high-impact, high-risk changes and changes that can impact the quality of educational programs and services. SACSCOC accredits an entire institution. Accreditation extends to all programs and services of an institution wherever located and however delivered. SACSCOC does not accredit individual programs, locations, or portions of an institution. However, some new programs, locations, and other institutional changes are subject to notification and/or approval as defined in *Substantive Change Policy and Procedures*.

Changes that could trigger a need to notify SACSCOC of a substantive change include but are not limited to:

- The addition of courses or program that represent a significant departure, either in content or method of delivery, from those that were offered when the institution was last evaluated

Central Virginia Community College Policies
V – Academic Administration and Responsibilities
Substantive Change Notification

- Adding an additional method of delivery to a currently offered program
- Entering into a cooperative academic arrangement
- Entering into a written arrangement under 34 C.F.R. § 668.5 under which an institution or organization not certified to participate in the title IV Higher Education Act (HEA) programs offers less than 25% (notification) or 25-50% (approval) of one or more of the accredited institution's educational programs,
- 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 substantial increase in the number of clock or credit hours awarded for successful completion of a program
- Closing a program, off-campus site, branch campus or institution, or
- The establishment of an additional location geographically apart from the main campus at which the institution offers at least 50% of an educational program.

Any change in CVCC's curriculum programs or locations (including a change from seated to distance education courses) must be evaluated as a potential substantive change. All program and curricular changes are reviewed by and approved by the CVCC's Curriculum Committee. The SACSCOC Liaison is a standing member of the College's Curriculum Committee. The SACSCOC liaison must be notified by the Vice President for Academics, Student Affairs, and Workforce of potential Substantive Changes prior to advancing a request through the Curriculum Committee.

All substantive changes at Central Virginia Community College will be approved by the appropriate college administrators including the SACSCOC Liaison, the division Associate Vice-President, the Vice President for Academics, Student Affairs and, Workforce and the President and then reported to SACSCOC according to the SACSCOC Substantive Change policy <https://sacscoc.org/accrediting-standards/substantive-changes/>.

This policy will be posted and available electronically with other CVCC policies and will be reviewed regularly for updates.

*Substantive Change Notification Policy – Revised 6/30/22
Approved – 7/11/22 by President's Cabinet*