

Orangeburg-Calhoun Technical College Statement of Procedure

Title: SACSCOC Substantive Changes

Number: 2.004.01

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Department of
Responsibility: Vice President for Academic Affairs

Authorization:

President

Date Approved: March 15, 2011

Last Revised: February 11, 2020

Last Reviewed: June 21, 2016

Purpose: To establish a process for adherence to the policies and guidelines of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) related to institutional change. In accordance with SACSCOC policies, OCtech will notify the Commission of substantive changes and will seek approval prior to the initiation of changes when appropriate.

Definitions

A. The following are examples of types of institutional change that might be substantive change

Types of Change	Procedure or Policy	Prior Notification Required	Prior Approval Required	Documentation and Time Frame for Contacting
Initiating coursework or programs at a different level than currently approved	Procedure 1	No	Yes	Application for Level Change Due dates: March 15 (for June review); September 1 (for December review)
Initiating off-campus sits where student can obtain 50% or more 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 1	No	Yes	Cover Sheet Prospectus Due dates: January 1 for 7/1-12/31 implementation July 1 for 1/1-6/30 implementation

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Types of Change	Procedure or Policy	Prior Notification Required	Prior Approval Required	Documentation and Time Frame for Contacting
Initiating off-campus sites where student can obtain 50% or more 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 1	No	Yes	Cover Sheet Prospectus Due dates: January 1 for 7/1-12/31 implementation July 1 for 1/1-6/30 implementation
Expanding at current degree level (<i>significant departure from current programs</i>).	Procedure 1	No	Yes	Cover Sheet Prospectus Due dates: January 1 for 7/1-12/31 implementation July 1 for 1/1-6/30 implementation
Expanding program offerings at previously approved off-campus sites by adding programs that ARE significantly different from current programs at the site AND at the institution	Procedure 1	No	Yes	Cover Sheet Prospectus Due dates: January 1 for 7/1-12/31 implementation July 1 for 1/1-6/30 implementation
Initiating degree completion programs	Procedure 1	No	Yes	Cover Sheet Prospectus Due dates: January 1 for 7/1-12/31 implementation July 1 for 1/1-6/30 implementation
Initiating a branch campus	Procedure 1	No	Yes	Cover Sheet Prospectus Due dates: January 1 for 7/1-12/31 implementation July 1 for 1/1-6/30 implementation

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Types of Change	Procedure or Policy	Prior Notification Required	Prior Approval Required	Documentation and Time Frame for Contacting
Initiating distance learning by offering 50% or more of the first program for the first time	Procedure 1	No	Yes	Cover Sheet Prospectus Due dates: January 1 for 7/1-12/31 implementation July 1 for 1/1-6/30 implementation
Relocating a main or branch campus	Procedure 1	No	Yes	Cover Sheet Prospectus Due dates: January 1 for 7/1-12/31 implementation July 1 for 1/1-6/30 implementation
Entering into a contract with an entity not certified to participate in USDOE Title IV programs if the entity provides 25% or more of an educational program offered by the SACSCOC accredited institution	Procedure 1	No	Yes	Cover Sheet Prospectus Due dates: January 1 for 7/1-12/31 implementation July 1 for 1/1-6/30 implementation
Initiating dual or joint degrees involving program expansion (significant departure) or initiating a new site where student can obtain 50% or more credits toward a program	See SACSCOC policy "Agreements Involving Join and Dual Academic Awards"	No	Yes	Cover Sheet Prospectus Due dates: January 1 for 7/1-12/31 implementation July 1 for 1/1-6/30 implementation Copy of signed agreement, contact information for each institution, and additional details on non-SACSCOC institution(s) involved. See Policy
Initiating dual or joint degree with at least one institution <u>not</u> accredited by SACSCOC	See SACSCOC policy "Agreements Involving Join and Dual Academic Awards"	At least 6 months prior to implementation	Yes	Acceptance of notification, copy of signed agreement, contact information for each institution, and additional details on non-SACSCOC institution(s). See Policy.

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Types of Change	Procedure or Policy	Prior Notification Required	Prior Approval Required	Documentation and Time Frame for Contacting
Initiating a program or courses delivered through cooperative academic agreement	Procedure 2	At least 6 months prior to implementation	No	Acceptance of notification, copy of signed agreement, contact information for each institution/entity
Initiating a direct assessment competency-based program	See SACSCOC Policy "Direct Assessment Competency-Based Educational Programs"	Yes – Screening Form	Yes	Submit "Screening Form" with letter of notification. If Prospectus is required, Due dates: March 15 (for June review) September 1 (for December review)
Initiating a merger/consolidation with another institution	See SACSCOC Policy: "Merger/Consolidation, Acquisition, Change of Ownership, and Change of Governance, Control, Form, or Legal Status – Substantive Change for SACSCOC Accredited Institutions Policy Statement"	Yes: December 15 (for June review); June 1 (for Dec. review)	Yes	Cover Sheet Institutional Summary Form Prospectus (See Appendix in SACSCOC Policy: "Merger/Consolidation, Acquisition, Change of Ownership, and Change of Governance, Control, Form, or Legal Status – Substantive Change for SACSCOC Accredited Institutions Policy Statement") Due dates: March 15 (for June review); September 1 (for December review)
Changing governance, ownership, control, or legal status of an institution	See SACSCOC Policy: "Merger/Consolidation, Acquisition, Change of Ownership, and Change of Governance, Control, Form, or Legal Status – Substantive Change for SACSCOC Accredited Institutions Policy Statement"	Yes: December 15 (for June review); June 1 (for Dec. review)	Yes	Cover Sheet Institutional Summary Form Prospectus (See Appendix in SACSCOC Policy: "Merger/Consolidation, Acquisition, Change of Ownership, and Change of Governance, Control, Form, or Legal Status – Substantive Change for SACSCOC Accredited Institutions Policy Statement") Due dates: March 15 (for June review); September 1 (for December review)

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Acquiring an institution or location (including programs) of another institution	See SACSCOC Policy: "Merger/Consolidation, Acquisition, Change of Ownership, and Change of Governance, Control, Form, or Legal Status – Substantive Change for SACSCOC Accredited Institutions Policy Statement"	Yes: December 15 (for June review); June 1 (for Dec. review)	Yes	Cover Sheet Institutional Summary Form Prospectus (See Appendix in SACSCOC Policy: "Merger/Consolidation, Acquisition, Change of Ownership, and Change of Governance, Control, Form, or Legal Status – Substantive Change for SACSCOC Accredited Institutions Policy Statement") Due dates: March 15 (for June review); September 1 (for December review)
Adding a permanent location at a site where the institution is conducting a teach-out for students from another institution that is closing	See SACSCOC Policy: "Merger/Consolidation, Acquisition, Change of Ownership, and Change of Governance, Control, Form, or Legal Status – Substantive Change for SACSCOC Accredited Institutions Policy Statement"	Yes: December 15 (for June review); June 1 (for Dec. review)	Yes	Cover Sheet Institutional Summary Form Prospectus (See Appendix in SACSCOC Policy: "Merger/Consolidation, Acquisition, Change of Ownership, and Change of Governance, Control, Form, or Legal Status – Substantive Change for SACSCOC Accredited Institutions Policy Statement") Due dates: March 15 (for June review); September 1 (for December review)
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

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Types of Change	Procedure or Policy	Prior Notification Required	Prior Approval Required	Documentation and Time Frame for Contacting
Initiating a certificate program that is a significant departure from previously approved programs at employer's request and on short notice	Procedure 1	No	Yes	Cover Sheet Modified Prospectus Contact Commission Staff
Adding a site under a U.S. military contract for a previously approved program	Procedure 1	No	Yes	Cover Sheet Modified Prospectus Contact Commission Staff
Altering significantly the length of a program	Procedure 1	No	Yes	Cover Sheet Modified Prospectus Contact Commission Staff
Altering significantly the educational mission of the institution	Procedure 1	No	Yes	Cover Sheet Modified Prospectus Contact Commission Staff
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

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Types of Change	Procedure or Policy	Prior Notification Required	Prior Approval Required	Documentation and Time Frame for Contacting
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 institution	Procedure 2	Yes	No	Letter of notification and copy of signed agreement
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	Letter of notification including street address and implementation date
Initiating distance learning by offering 25-49 of the first program for the first time	Procedure 2	Yes	No	Letter of notification including street address and implementation date
Closing a program, approved off-campus site, branch campus, or institution where the institution plans to teach out its own students	Procedure 3	Yes	Yes	Description of teach-out plan included with letter of notification

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Types of Change	Procedure or Policy	Prior Notification Required	Prior Approval Required	Documentation and Time Frame for Contacting
Closing a program, approved off-campus site, branch campus, or institution where the institution plans to teach out its own students	Procedure 3	Yes	Yes	Description of teach-out plan included with letter of notification
Closing a program, approved off-campus site, branch campus, or institution where the institution plans contracts with another institution(s) to teach- out students (Teach-out Agreement)	Procedure 3	Yes	Yes	Description of teach-out plan, copy of signed teach-out agreement(s) detailing terms included with notification
Initiating a certificate program at employer's request and on short notice using existing approved courses and location	N/A	No	No	N/A
Initiating certificate program (not at employer's request and not on short notice) using existing approved courses and location	N/A	No	No	N/A
Initiating off-campus sites (including Early College High School and dual enrollment programs offered at the high school) where student can obtain 24% or less of credits toward a program	N/A	No	No	N/A

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Types of Change	Procedure or Policy	Prior Notification Required	Prior Approval Required	Documentation and Time Frame for Contacting
Expanding program offerings at previously approved off- campus sites by adding approved programs that ARE NOT significantly different from current programs at the site	N/A	No	No	N/A
Expanding program offerings at previously approved off- campus sites by adding approved programs that ARE significantly different from current programs at the site but NOT at the institution	N/A	No	No	N/A
Initiating distance learning by offering 24% or less of any program for the first time	N/A	No	No	N/A

Persons Responsible

- President, vice presidents, and deans - report institutional changes to the institutional liaison.
- Institutional liaison - monitors all institutional changes reported and provides training on substantive change as needed.

Process

- The institutional liaison is a member of the OCtech Curriculum Committee, which meets as required each academic year. Although non-voting, the institutional liaison provides pertinent information regarding substantive change to the committee and the academic leadership at the institution. In addition, as a member of the committee, the institutional liaison is aware of any approved significant curriculum and/or program changes that may require notification or approval to SACSCOC.

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- For each change identified as substantive, the supervising vice president will assign responsibility to appropriate divisional personnel to work with the institutional liaison to complete the required materials for submission (e.g., prospectus, faculty rosters, and letters).
- The institutional liaison will send completed substantive change documents to SACSCOC following approval by the Vice President for Academic Affairs and the President.