

Jacksonville College Substantive Change Policy

Institutional Accreditation Responsibility:

Jacksonville College is responsible for compliance with the SACSCOC Substantive Change Policy as a condition of the institution's continued accreditation. SACS defines substantive change as "a significant modification or expansion of the nature and scope of an accredited institution."

Substantive changes include, but are not limited to, the following:

- 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 of study at a degree or credential level different from 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% of an educational program.
- The establishment of a branch campus
- Closing a program, off-campus site, branch campus or institution
- Entering into a collaborative academic arrangement that includes only the initiation of a dual or joint academic program with another institution
- Acquiring another institution or a program or location of another institution
- Adding a permanent location at a site where the institution is conducting a teach-out program for a closed institution
- Entering into a contract by which an entity not eligible for Title IV funding offers 25% or more of one or more of the accredited institution's programs

The SACSCOC Board of Trustees has approved additional substantive changes that require notification and, in some cases, approval prior to implementation.

Substantive Change Monitoring:

The administrative heads of both academic and non-academic units are responsible for being attentive to what SACS considers a "significant modification or expansion of the nature and scope of an accredited institution" and for being aware of related information resources concerning accreditation (see <http://www.sacscoc.org>).

It is the duty of the president, deans, chairs, directors, and like administrators to ensure that the college's SACS liaison is notified of planning for a modification that may prove substantive and

that the College President be informed of the determination of its status as soon as possible. Implementation of a change that clearly is or may be substantive cannot occur until the college notifies SACS of its intention and receives approval.

Substantive Change Timeline:

The SACS COC guidelines for reporting substantive change, as specified in the Commission's document Substantive Change for Accredited Institutions of the Commission on Colleges, are the fundamental resource for reporting substantive change and for planning reporting. The guidelines are at the following address:

www.sacscoc.org/pdf/081705/Substantive%20Change%20policy.pdf

Any institutional plan requiring a written prospectus to implement a substantive change will be submitted to the college's SACS liaison at least 60 days prior to the deadline for SACS notification.

This revision of the Jacksonville College policy on substantive change was approved by the Jacksonville College Board of Trustees at its February 2, 2019 meeting.