



SUBSTANTIVE CHANGE PROCESS

POLICY

Brunswick Community College (BCC) recognizes, and 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.

BCC has the responsibility to follow the policy and procedures outlined by the Commission and to inform the Commission of all changes. The College’s SACSCOC Liaison will routinely monitor all facilities, programs and activities, consistent with Commission policy, and will report all substantive changes identified on an ongoing basis.

The SACSCOC Liaison will work in collaboration with the Instructional Deans and other staff members in Academic Affairs to ensure that changes which could trigger a substantive change notification are readily identified.

Accountability for compliance ultimately rests with the President of Brunswick Community College. However, monitoring of College activities and actions to maintain compliance for substantive change rest with the SACSCOC Liaison. The SACSCOC Liaison will remain current on all updates and training information provided by the Commission related to substantive change.

PROCEDURES

Changes which could trigger a need to notify SACSCOC of substantive changes anticipated at the institution must be identified routinely and early enough to allow for time to make the required notifications.

SACSCOC defines a substantive change as a “significant modification or expansion of the nature and scope of an accredited institution”, to include but not limited to:

- 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 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.

All curricular changes are brought before the College's Curriculum Committee and the Vice President for Academic and Student Affairs/SACSCOC Liaison for approval. Prior to advancing the request through the Curriculum Committee, the SACSCOC Liaison is notified of the change and must give an approval signature on the Curriculum Change Form. Following Curriculum Committee approval, if the curriculum change warrants, the approved change is then advanced to the Academic and Student Affairs Committee of the Board of Trustees and on to the full Board of Trustees for approval.

The SACSCOC Liaison also requests information, at least semi-annually, from Instructional Deans, the Career and College Promise Liaison, and other Academic Affairs staff members for information on any institutional changes (listed above) that are planned for their areas in the future.

The SACSCOC Liaison monitors all curricular changes or anticipated changes and will instigate a notification to SACSCOC if the change fits the published criteria for substantive change (either by letter of notification or filing of a prospectus). In the case of questions regarding the applicability of the change, the SACSCOC Liaison will communicate with the assigned SACSCOC representative for substantive change to ask for clarification.