FLORIDA GATEWAY COLLEGE

POLICY

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TITLE: Substantive Change Number: 6Hx12:03-08

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AUTHORITY: District Board of Trustees Page: 1

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RESPONSIBILITY: President Date: See History Below

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OTHER: Florida Statute: 1001.64; 1001.65

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It is the policy of the Florida Gateway College District Board of Trustees that the college will comply with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) policy on substantive change. The college will notify SACSCOC of changes in accordance with the substantive change policy and, when required, seek approval prior to the initiation of changes.

History: Adopted: 11/13/18 Effective: 11/13/18

FLORIDA GATEWAY COLLEGE

PROCEDURE

TITLE: Substantive Change PAGE: 1 of 3

AUTHORITY: District Board of Trustees DATE: See History

Below

RESPONSIBILITY: President

NUMBER OF RELATED BOARD POLICY:

Substantive Change

The purpose of this procedure is to ensure Florida Gateway College (FGC) complies with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) policy on substantive change. The college will monitor and report substantive changes to the commission in a timely manner.

Substantive change is defined as *a significant modification or expansion of the nature and scope of an accredited institution*. Under federal regulations, substantive change includes

* 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

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There are three procedures established by SACSCOC for addressing the different types of substantive changes.

Procedure One: for the Review of Substantive Changes Requiring Approval Prior to Implementation (Notification may also be required)

Procedure Two: for the Review of Substantive Changes Requiring Only Notification Prior to Implementation

Procedure Three: for Closing a Program, Site, Branch Campus or Institution.

1. Academic Programs - Educational Affairs Committee (EAC): The EAC considers all recommended changes to the college curriculum and college programs and academic policy. In order to ensure that FGC reports substantive changes to SACSCOC in a timely manner, the following steps will be taken prior to the EAC meeting where the proposed change will be considered:
   1. Changes to programs are initiated at the department/faculty level. The initiator of changes to academic programs will complete the EAC submission form including the Substantive Change Notification Form and submit through the appropriate director, executive director or dean to the vice president of academic affairs, who is the chair of the EAC and the college’s SACSCOC liaison appointed by the college president
   2. The EAC proposal will be reviewed by the SACSCOC liaison and the director of institutional effectiveness and assessment to determine if it constitutes a substantive change. The liaison will indicate on the substantive change worksheet the appropriate notification/approval process, if needed.
   3. Proposals approved by the EAC will be reviewed by the Executive Council when relevant and then be submitted to the Board of Trustees.
   4. Once the proposal is approved by the Board of Trustees and if the proposal constitutes a substantive change, the liaison and/or the director of institutional effectiveness and assessment will work with the initiator and appropriate administrator to ensure timely and appropriate notification to SACSCOC according to the substantive change policy.
   5. The president will review, approve and submit the appropriate documentation to SACSCOC.
2. Changes to College Operations and Services not requiring EAC Approval:

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* 1. Changes to facilities, college operations and services that substantially alter the way in which operations and services are delivered, could be a substantive change. Changes should be discussed by the Executive Council to determine if notification or approval from SACSCOC is required.
  2. Proposed changes will be submitted to the district board of trustees for approval.
  3. If approved by the district board of trustees, the SACSCOC liaison and the director of institutional effectiveness and assessment will work with the initiator and appropriate administrator to ensure timely and appropriate notification to SACSCOC according to the substantive change policy.
  4. The president will review, approve and submit the appropriate documentation to SACSCOC.

If submission of a prospectus is required, you should allow at least two months to complete the prospectus before the submission deadline. Once the prospectus has been submitted, the institution may advertise and recruit students to a new program or site as long as all materials clearly state that the program or site is pending approval by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

History: Adopted: 06/01/09: Effective: 06/01/09 Revised: 03/01/10; 10/26/2012; 04/07/15; 9/11/18; 2/5/19