

Mid-Atlantic Christian University Institutional Policy #22

SUBJECT: Substantive Change Procedures and Notification

DATE: October 2013

REVISED: 4/13/18, 4/2020

NEXT SCHEDULED REVIEW: Even-number years in February, February 2022

APPROVED BY BOARD OF TRUSTEES: 2014

Policy for: Mid-Atlantic Christian University

Procedure for: Vice President for Academic Affairs and Director for Institutional Research and Effectiveness

Authorized by: President

Issued by: Board of Trustees

I. Purpose

Mid-Atlantic Christian University places a very high priority on maintaining superior integrity in notifying the Commission on Colleges in accordance with the substantive change policy and desires to remain consistent in seeking approval prior to the initiation of changes.

This policy statement partially addresses Standard 14.2 Substantive Change of the Southern Association of Colleges and Schools Commission on Colleges, *Principles of Accreditation* (2018 edition).

II. Policy

Mid-Atlantic Christian University will adhere to SACSCOC policy on “Substantive Change for Accredited Institutions of the Commission on Colleges” and make notification and/or receive approval before implementing the change.

Substantive Changes requiring Southern Association of Colleges and Schools (SACS) notification and/or prior approval (as stated in SACSCOC Policy edited July 2016):

- 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

III. Procedure

- A. The Vice President for Academic Affairs will monitor all academic program changes in order to determine if they fall under the SACSCOC Substantive Change policy.

MACU's Faculty Handbook (see current edition) has procedures for the approval of program and course proposals: additions, deletions and modification. These procedures involve review by and approval at the level of the department, the faculty, the Leadership Team, and the Board of Trustees. In the faculty approval stage and in the leadership team approval stage the VP for Academic Affairs will discern how the proposed action will fall under the SACSCOC Substantive Change policy.

- B. The Director of Institutional Research will monitor all non-academic happenings of the university to determine if any actions fall under the SACSCOC Substantive Change policy.
- C. All notifications to SACSCOC will occur under the President of the University's signature, or his/her designee (normally the VP for Academic Affairs or the SACSCOC Liaison).
- D. The university may not implement a substantive change or potential substantive change until official notification is received from SACSCOC accepting notification or granting approval of the change request.

IV. Published: Policy Manual

V. Reason for Revision

VI. Appendices