

PIEDMONT VIRGINIA COMMUNITY COLLEGE

I – ACADEMIC AFFAIRS POLICIES

I – 115.0 NOTIFICATION OF SUBSTANTIVE CHANGE

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| Policy #: | I – 115.0 |
| Effective: | September 2008 |
| Revised: | March 2011 |
| Revised: | September 2018 |
| Responsible Dept.: | VPISS |

Purpose

Compliance with SACS criterion 14.2.

Policy

All substantive changes will be reported to The Commission on Colleges of the Southern Association of Colleges and Schools in accordance with SACS COC policy on [“Substantive Change for Accredited Institutions of the Commission on Colleges.”](#)

Procedures

Closing a Program or Instructional Site

The Commission requires *six months prior notification and prior approval* from the Commission before closing a program.

When the college anticipates a program or instructional site closure, the Vice President for Instruction and Student Services informs PVCC’s Accreditation Liaison at least seven months in advance of the effective date of the closure and provides all relevant information about the date for discontinuation, notification of students, and teach-out procedures. The Accreditation Liaison prepares an appropriate letter of notification for the Commission and forwards the letter to the VPISS for review. The VPISS forwards the letter to the President for review and signature. The President’s Office sends the letter of notification to the Commission six months in advance of the program discontinuation date.

Expanding at the Current Degree Level - Significant Departure from Current Programs

The Commission requires *prior approval* from the Commission before implementing programs that are a significant departure from current programs.

When the college anticipates opening a new associate degree, certificate, or career studies certificate that differs significantly from existing programs, the Vice President for Instruction and Student Services informs PVCC’s Accreditation Liaison at least seven

months in advance of the SACSCOC prospectus due dates of January 1st for 7/1 – 12/31 implementation or July 1st for 1/1-6/30 implementation. The VPISS and Accreditation Liaison prepare a full prospectus for the Commission and forward the prospectus to the President for review and signature. The President's Office sends the prospectus to the commission prior to the SACSCOC prospectus due dates of January 1st for 7/1 – 12/31 implementation or July 1st for 1/1-6/30 implementation.

Distance Learning

In 1998, PVCC was approved to offer 50% or more of its credit courses via distance learning/ technology-based instruction of the first program for the first time by the Commission, as a result of this approval PVCC does not have any notification responsibilities. Distance Learning programs at PVCC adhere to the SACSCOC Distance and Correspondence Education Policy.

Initiating Off-Campus Sites

When the College anticipates opening a new off-campus site at which students can obtain 50 percent or more credits toward a program, the Vice-President of Instruction and Student Services informs PVCC's Accreditation Liaison at least seven months in advance of the SACSCOC prospectus due dates of January 1st for 7/1 – 12/31 implementation or July 1st for 1/1-6/30 implementation. The Vice-President of Instruction and Student Services and PVCC's Accreditation Liaison prepare the full prospectus for the Commission. The prospectus goes to the President for review and signature. The President's Office sends the prospectus to the Commission prior to the SACSCOC prospectus due dates of January 1st for 7/1 – 12/31 implementation or July 1st for 1/1-6/30 implementation.

When the College anticipates opening a new off-campus site at which students can obtain 25-49 percent of credits toward a program, the Vice-President of Instruction and Student Services informs PVCC's Accreditation Liaison at least six months in advance. The Vice-President of Instruction and Student Services and the Accreditation Liaison prepare a letter of notification for the Commission that includes the starting date and complete physical address of the new site. The notification letter goes to the President for review and signature. The President's Office sends the notification letter to the Commission prior to the site opening.

Initiating Programs/Courses Offered Through Contractual Agreement or Consortium

The Commission requires *notification prior to implementation* of programs/courses offered through contractual agreement or consortium. The Vice President for Instruction and Student Services informs the Accreditation Liaison of any such agreements, and prior to implementation, prepares a letter of notification for the Commission including a copy of the signed agreement(s). The VPISS forwards the letter to the President for review and signature (with copy to the Accreditation Liaison). The President's Office sends the notification with the signed agreement(s) to the Commission.

Altering Significantly the Length of a Program

The Commission requires *prior approval* from the Commission before altering significantly the length of a program. The Vice President for Instruction and Student Services informs the Accreditation Liaison of any such change to the length of a program, and not less than six months in advance of the SACSCOC prospectus due dates of January 1st for 7/1 – 12/31 implementation or July 1st for 1/1-6/30 implementation, prepares the cover sheet and modified prospectus for the Commission. Upon notification from the Vice-President for Instruction and Student Services, the Accreditation Liaison will contact the Commission staff and inform the commission. The VPISS forwards the cover sheet and modified prospectus to the President for review and signature (with copy to the Accreditation Liaison). The President's Office sends the notification to the Commission.

Other Substantive Changes

The President and Vice President for Instruction and Student Services are responsible for monitoring PVCC's status in regard to all other substantive changes* and coordinating the appropriate notification to the Commission, as specified by Commission policy.

*Other substantive changes specified by SACSCOC policy include: initiating courses or programs at more advanced or lower levels than currently approved; expanding program offerings at previously approved off-campus sites by adding programs that are significantly different from current programs at the site and the institution; initiating degree completion programs (such as compressed format programs); initiating a branch campus; relocating a main or branch campus; entering into a contract with an entity not certified to participate in USDOE Title IV programs if the entity provides any coursework of an educational program offered by the SACSCOC accredited institution; initiating dual or joint degree programs involving program expansion or initiating a new site where student can obtain 50% or more credits toward a program; initiating dual or joint degree with at least one institution not accredited by SACSCOC; initiating a direct assessment competency-based program; initiating a merger/consolidation with another institution; acquiring any program or site from another institution; adding a permanent location at a site where the institution is conducting a teach-out for students from another institution that is closing; initiating a previously SACSCOC approved certificate program at a new off-campus site at employer's request and on short notice; initiating a certificate program that is a significant departure from previously approved programs at employer's request and on short notice; adding a site under a U.S. military contract for previously approved programs; significantly altering the educational mission of the institution; moving an off-campus instructional site; initiating dual or joint degrees with other SACSCOC accredited institution(s); and changing governance, ownership, control, or legal status.

Other substantive changes that will continue to be monitored, but where SACSCOC does not require prior notification or approval include: initiating a certificate program at employer's request and on short notice using existing approved courses and location;

initiating certificate programs using existing approved courses and locations; initiating off-campus sites where student can obtain 24% or less of credits towards a program; and 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.