

Substantive Change Reporting Procedures

1. Starting a new program:

When a new program is being developed, the VPASA will notify the Accreditation Liaison who will meet with the academic dean and program head for the new program to determine if it will be a significant departure.

If it is determined to be a significant departure, the academic dean and program head will complete a substantive change prospectus and submit it to the Accreditation Liaison.

If it is not a significant departure, the VPASA will notify the Accreditation Liaison when the program is approved. The Accreditation Liaison will notify SACSCOC of the intent to start the new program for reporting to the Virginia Department of Veterans Services.

2. Starting an off-campus site:

When initiating course offerings at an off-campus site, including dual enrollment locations, an analysis must be done to determine what percent of any programs can be completed at the new location.

The VPASA will notify the Accreditation Liaison when first planning to offer courses at a new off-campus site. The notification will include the

- Name of the site
- Physical address of the site
- List of courses offered at the site
- Analysis of what percent of programs will be offered at the site

The Accreditation Liaison will determine if SACSCOC notification or approval is necessary and will prepare a letter of notification or request a substantive change prospectus from the VPASA.

3. Starting programs or courses offered through contractual agreement or consortium:

When initiating programs or courses offered through contractual agreement or consortium, the VPASA will provide the Accreditation Liaison with contact information for each institution/entity and a signed copy of all contractual agreements, including addendums and renewals.

The Accreditation Liaison will submit the appropriate documentation to SACSCOC.

4. Closing a program:

When discontinuing a program, the VPASA will provide the Accreditation Liaison with a teach-out plan for the program that includes:

- Date of closure (date when new students will no longer be admitted)
- An explanation of how affected parties (students, faculty, staff) will be informed of the impending closure

- An explanation of how all affected students will be helped to complete their programs of study with minimal disruption
- An indication as to whether the teach-out plan will incur additional charges/expenses to the students and, if so, how the students will be notified
- Copies of signed teach-out agreements with other institutions, if any
- How faculty and staff will be redeployed or helped to find new employment

The Accreditation Liaison will submit the appropriate documentation to SACSCOC.

5. Closing an off-campus site

When closing an off-campus site, the VPASA will provide the Accreditation Liaison with a teach-out plan for the programs offered at the site that includes:

- Date of closure (date when new students will no longer be admitted)
- An explanation of how affected parties (students, faculty, staff) will be informed of the impending closure
- An explanation of how all affected students will be helped to complete their programs of study with minimal disruption
- An indication as to whether the teach-out plan will incur additional charges/expenses to the students and, if so, how the students will be notified
- Copies of signed teach-out agreements with other institutions, if any
- How faculty and staff will be redeployed or helped to find new employment

The Accreditation Liaison will submit the appropriate documentation to SACSCOC.

6. Other types of substantive change

The President and VPASA are responsible for monitoring Virginia Western'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:

- Any change in the established mission or objectives of the institution
- Any change in legal status, form of control, or ownership of the institution
- Significantly altering the length of a program of study
- Initiating courses or programs at more advanced or lower levels than currently approved
- Initiating degree completion programs
- Initiating dual or joint degrees
- Establishment of a branch campus
- Relocating a main or branch campus
- 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 Virginia Western's programs.

The Accreditation Liaison will notify the President and VPASA of the required timeline and documentation needed for approvals and will work with appropriate College personnel to prepare and submit required documentation to SACSCOC.

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