

# Substantive Change Quick Reference Guide

The SACSCOC Liaison is responsible for informing SACSCOC of any substantive changes at Baylor College of Medicine through notification or seeking of approval. Such modifications are described in the [SACSCOC Substantive Change Policy](https://sacscoc.org/app/uploads/2019/08/SubstantiveChange.pdf) and must be communicated prior to implementation. In order to ensure adherence with this policy, please use this document as a quick reference guide.

## What is a substantive change?

Substantive change is a significant modification or expansion of the nature and scope of an accredited institution.

## Where can I find assistance with understanding substantive changes?

1. Review the [SACSCOC Substantive Change Policy](https://sacscoc.org/app/uploads/2019/08/SubstantiveChange.pdf)
2. Review the BCM Substantive Change Policy ([login required)](https://intranet.bcm.edu/policies/index.cfm?fuseaction=Policies.Display_Policy&policy_number=30.1.01)
3. Contact the College’s SACSCOC Liaison – Jennifer Christner (Jennifer.Christner@bcm.edu) and Office of Accreditation, Ricky Mercado (Ricky.Mercado@bcm.edu)

## What is the process to submit a substantive change?

* + Complete a Substantive Change Form and submit it to the SACSCOC Liaison and Office of Accreditation
	+ Either a notification letter, prospectus, or other documentation will be prepared and sent to SACSCOC.
	+ SACSCOC will notify BCM of their determination.

## What should I know about the substantive change process?

* + There are four procedures within the Substantive Change Policy.
		- Procedure 1 – Changes requiring SACSCOC approval of full prospectus
		- Procedure 2 – Changes requiring SACSCOC request and SACSCOC prior approval
		- Procedure 3 – Changes requiring notification prior to implementation of change
		- Procedure 4 - No SACSCOC notification prior to implementation of change
	+ SACSCOC must be notified of a substantive change at least six months prior to implementation
		- By January 1 for July to December Implementation
		- By July 1 for January to June implementation

**Appendix C: Quick Reference**

**Substantive Change Types**

# This quick reference is designed as a summary only. It is not intended to replace a careful reading and understanding of policy. As a summary of select information, it provides an efficient reference to identify substantive change types and to make comparisons across types.

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| **Substantive Change Type** | **Requires** | **Visit** | **Other** |
| *This is a summary only. Always consult policy for complete information of substantive change types.* | Notification | Approval –Exec Council | Approval –Full Board | Contingent | Required | Review Fee | Sub Change Restriction |
| INSTITUTIONAL CHANGES |
| Acquisition |  |  |  |  |  |  |  |
| Change Measure Progress to Completion |  |  |  |  |  |  |  |
| CBE Course-Credit Approach-Institutional Approval |  |  |  |  |  |  |  |
| Distance Ed-Institutional-level Approval |  |  |  |  |  |  |  |
| Governance Change |  |  |  |  |  |  |  |
| Institution Closure |  |  |  |  |  |  |  |
| Institution Relocation |  |  |  |  |  |  |  |
| Institutional Contingency Teach-out |  |  |  |  |  |  |  |
| Level Change (a) |  |  |  |  |  |  |  |
| Merger / Consolidation |  |  |  |  |  |  |  |
| Mission Change |  |  |  |  |  |  |  |
| Ownership, Means of Control, or Legal Status Change |  |  |  |  |  |  |  |
| Prison Education Program – Institutional-level Approval (\**Note:* Approval-Exec Council –OR– Approval-Full Board contingent on institutional status; see explanations inprocedures) |  | **\*** | **\*** |  |  |  |  |
| PROGRAM CHANGES |
| Clock-Credit Hour Conversion |  |  |  |  |  |  |  |
| CBE Direct Assessment-Approval |  |  |  |  |  |  |  |
| CBE Direct Assessment-Notification |  |  |  |  |  |  |  |
| Coop Acad Arr Title IV Entities |  |  |  |  |  |  |  |
| Coop Acad Arr Non-Title IV Entities-Approval |  |  |  |  |  |  |  |
| Coop Acad Arr Non-Title IV Entities-Notification |  |  |  |  |  |  |  |
| Correspondence Education |  |  |  |  |  |  |  |
| Dual Academic Award |  |  |  |  |  |  |  |
| Joint Academic Award with Non-SACSCOC AccreditedInstitution(s) or Entity(ies) |  |  |  |  |  |  |  |
| Joint Academic Award with SACSCOC Institution(s) |  |  |  |  |  |  |  |

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| Method of Delivery-Approval |  |  |  |  |  |  |  |
| Method of Delivery-Notification |  |  |  |  |  |  |  |
| New Program-Approval |  |  |  |  |  |  |  |
| New Program-Notification |  |  |  |  |  |  |  |
| Program Closure |  |  |  |  |  |  |  |
| Program Designed for Prior Learning-Approval |  |  |  |  |  |  |  |
| Program Designed for Prior Learning-Notification |  |  |  |  |  |  |  |
| Program Length Change |  |  |  |  |  |  |  |
| Program Re-open |  |  |  |  |  |  |  |
| OFF-CAMPUS INSTRUCTIONAL SITE (OCIS) CHANGES |
| OCIS Notification |  |  |  |  |  |  |  |
| OCIS Approval Extensive Review |  |  |  |  |  |  |  |
| OCIS Approval Limited Review |  |  |  |  |  |  |  |
| OCIS Relocation - Non-Branch |  |  |  |  |  |  |  |
| OCIS Relocation - Branch |  |  |  |  |  |  |  |
| OCIS Name or Address Change |  |  |  |  |  |  |  |
| OCIS Closure |  |  |  |  |  |  |  |
| OCIS Re-open |  |  |  |  |  |  |  |
|  |

*Notes:*

# (a) Refer to Level Change for exceptions for embedded associate degrees and embedded Specialist degrees.

* Some of the types are abbreviated in this table; refer to the policy text for the full-text type.
* Action requirements are for an institution *not* on SUBSTANTIVE CHANGE RESTRICTION; see policy for requirements for an institution that *is* on SUBSTANTIVE CHANGE RESTRICTION.

# An institution on sanction when a substantive change is submitted is ineligible for Executive Council review (except for closures); full Board review is required.

**Conditions for SUBSTANTIVE CHANGE RESTRICTION and for an Institutional Contingency Teach-out Plan**

This quick reference is designed as a summary only. It is not intended to replace a careful reading and understanding of policy. As a summary of select information, it provides an efficient reference to identify the conditions for SUBSTANTIVE CHANGE RESTRICTION and for an Institutional Contingency Teach-out Plan.

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| **IF (Condition) THEN (Consequence)** |
| *This is a summary only. Always consult policy for complete information.* | The institution is: |
| on Substantive Change Restriction | required to submit an Institutional Contingency Teach-outPlan |
| **SACSCOC PLACES THE INSTITUTION ON:** |
| Warning |  |  |
| Probation |  |  |
| Probation for Good Cause |  |  |
| **SACSCOC:** |
| Acts to end an institution’s accreditation |  |  |
| **U.S. DEPARTMENT OF EDUCATION (USDE) PLACES THE INSTITUTION:** |
| Under provisional certification for participation in federal financial aid programs |  |  |
| Under provisional certification for participation in federal financial aid programs —AND— directs the institution to submit a teach-outplan |  |  |
| On reimbursement for federal financial aid |  |  |
| On heightened cash monitoring for federal financial aid |  |  |
| On emergency action or an action to limit, suspend, or terminate the institution’s participation in federal financial aid |  |  |
| **A STATE AUTHORITY:** |
| Revokes an institution’s authorization |  |  |